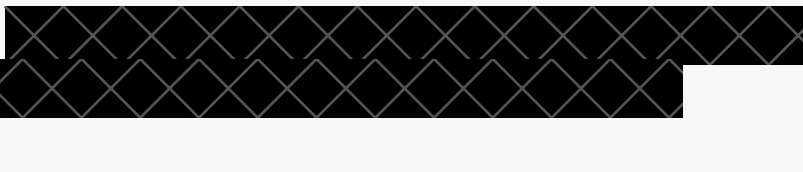




WRAP - Initial Audit

Completed

Audit #:



Audit Report

Audit Details

Scheduled Audit Date		Started Audit Date		Submitted Audit Date	
2023-03-14 21:35		2023-03-16 00:35		2023-03-25 23:35	
Audit #	281	Auditor	Julie Hu		
Auditor User Group	MF - Reviewer	Audit Type Iteration	1st Audit		
Quality Plan Name	AUDIT SUMMARY,DETAILED AUDIT REPORT,AUDIT - NON-COMPLIANCE TABLE,AUDIT - PRINCIPLE 1 : COMPLIANCE WITH LAWS AND WORKPLACE REGULATIONS,AUDIT - PRINCIPLE 2 : PROHIBITION OF FORCED LABOR,AUDIT - PRINCIPLE 3 : PROHIBITION OF CHILD LABOR,AUDIT - PRINCIPLE 4 : PROHIBITION OF HARASSMENT AND ABUSE,AUDIT - PRINCIPLE 5 : COMPENSATION AND BENEFITS,AUDIT - PRINCIPLE 6 : HOURS OF WORK,AUDIT - HOURS OF WORK ANALYSIS,AUDIT - PRINCIPLE 7 : DISCRIMINATION,AUDIT - PRINCIPLE 8: HEALTH AND SAFETY,AUDIT - PRINCIPLE 9: FREEDOM OF ASSOCIATION & COLLECTIVE BARGAINING,AUDIT - PRINCIPLE 10: ENVIRONMENT,AUDIT - PRINCIPLE 11: CUSTOMS COMPLIANCE,AUDIT - PRINCIPLE 12: SECURITY	Report	WRAP - Initial Audit		

Reviewed By	Judie Xiao,Judie Xiao,Judie Xiao,Judie Xiao,Judie Xiao,Judie Xiao,Judie Xiao,Judie Xiao,Judie Xiao
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Factory			
Address Line 1	No. 595 Xiandai Avenu, Gaoqiao Town Industrial Zone	City	Tongxiang
Company ERP ID	126520	Company Name	Tongxiang Huiquan Garment Co., Ltd.
Contact Name	Tete Chen	Contact Number	+86 18257366500
Country	China	Description	Knitted Garments
Email	15167357525@huiquan.red	Language	English
State	Jiaxin	WRAP ID	126520

Conclusion

Total Score	99.44 %
Audit Duration (Mins)	347.77
Audit Grade	Completed
Quality Plan (AUDIT - PRINCIPLE 5 : COMPENSATION AND BENEFITS)	100.00 %
Quality Plan (AUDIT - PRINCIPLE 12: SECURITY)	100.00 %
Quality Plan (AUDIT - PRINCIPLE 11: CUSTOMS COMPLIANCE)	100.00 %
Quality Plan (AUDIT - PRINCIPLE 10: ENVIRONMENT)	100.00 %
Quality Plan (AUDIT - PRINCIPLE 9: FREEDOM OF ASSOCIATION & COLLECTIVE BARGAINING)	100.00 %
Quality Plan (AUDIT - PRINCIPLE 8: HEALTH AND SAFETY)	98.29 %
Quality Plan (AUDIT - PRINCIPLE 7 : DISCRIMINATION)	100.00 %
Quality Plan (AUDIT - HOURS OF WORK ANALYSIS)	0 %
Quality Plan (AUDIT - PRINCIPLE 6 : HOURS OF WORK)	100.00 %
Quality Plan (AUDIT - PRINCIPLE 4 : PROHIBITION OF HARASSMENT AND ABUSE)	100.00 %
Quality Plan (AUDIT - PRINCIPLE 3 : PROHIBITION OF CHILD LABOR)	100.00 %
Quality Plan (AUDIT - PRINCIPLE 2 : PROHIBITION OF FORCED LABOR)	100.00 %

Quality Plan (AUDIT - PRINCIPLE 1 : COMPLIANCE WITH LAWS AND WORKPLACE REGULATIONS)	97.50 %
Quality Plan (AUDIT - NON-COMPLIANCE TABLE)	0 %
Quality Plan (DETAILED AUDIT REPORT)	0 %
Quality Plan (AUDIT SUMMARY)	0 %

Quality Plan

AUDIT - PRINCIPLE 5 : COMPENSATION AND BENEFITS

100.00 %

Instruction	0.00 %
COMPENSATION AND BENEFITS	100.00 %
WAGE ANALYSIS	0.00 %
SOCIAL INSURANCE ANALYSIS	100.00 %
NON-COMPLIANCES FOUND	0.00 %

AUDIT - PRINCIPLE 12: SECURITY

100.00 %

Instruction	0.00 %
Security Vision & Responsibility	100.00 %
Risk Assessment	100.00 %
Business Partners Security	100.00 %
Cybersecurity	100.00 %
Conveyance & Instruments of International Traffic Security	100.00 %
Seal Security	100.00 %
Procedural Security	100.00 %
Agricultural Security	100.00 %
Physical Access Controls	100.00 %
Physical Security	100.00 %
Personnel Security	100.00 %
Education, Training & Awareness	100.00 %
NON-COMPLIANCES FOUND	0.00 %

AUDIT - PRINCIPLE 11: CUSTOMS COMPLIANCE

100.00 %

Instruction	0.00 %
CUSTOMS COMPLIANCE	100.00 %
NON-COMPLIANCES FOUND	0.00 %

AUDIT - PRINCIPLE 10: ENVIRONMENT

100.00 %

Instruction	0.00 %
ENVIRONMENT	100.00 %
NON-COMPLIANCES FOUND	0.00 %

AUDIT - PRINCIPLE 9: FREEDOM OF ASSOCIATION & COLLECTIVE BARGAINING

100.00 %

Instruction	0.00 %
FREEDOM OF ASSOCIATION & COLLECTIVE BARGAINING	100.00 %
NON-COMPLIANCES FOUND	0.00 %

AUDIT - PRINCIPLE 8: HEALTH AND SAFETY

98.29 %

Introduction	0.00 %
Health and Safety Overview	98.33 %
General Building Requirements	100.00 %
Personal Protection Equipment (PPE)	100.00 %
Electrical Safety	92.86 %
Fire Safety	100.00 %
Sprinkler Valves	100.00 %
Fire Alarm Boxes	100.00 %
Emergency Evacuation	100.00 %
Emergency Lighting	100.00 %
Stairwells	100.00 %
Chemical Safety	93.75 %
Boiler/Compressor/Generator Rooms	100.00 %
Machine Safety	100.00 %
Shared Building	100.00 %
Dormitories/Apartments	100.00 %
Dormitories Fire Alarm	100.00 %
Dormitories Emergency Lighting	100.00 %
Dormitories Stairwell	100.00 %
NON-COMPLIANCES FOUND	0.00 %

AUDIT - PRINCIPLE 7 : DISCRIMINATION

100.00 %

Instruction	0.00 %
DISCRIMINATION	100.00 %
NON-COMPLIANCES FOUND	0.00 %

AUDIT - HOURS OF WORK ANALYSIS

0 %

Instruction	0.00 %
REVIEW PERIOD 1	0.00 %
REVIEW PERIOD 2	0.00 %
REVIEW PERIOD 3	0.00 %
FOLLOW-UP AUDIT REVIEW PERIOD 1	0.00 %
FOLLOW-UP AUDIT REVIEW PERIOD 2	0.00 %
FOLLOW-UP AUDIT REVIEW PERIOD 3	0.00 %
HOURS OF WORK ANALYSIS	0.00 %

AUDIT - PRINCIPLE 6 : HOURS OF WORK

100.00 %

Instruction	0.00 %
HOURS OF WORK	100.00 %
NON-COMPLIANCES FOUND	0.00 %

AUDIT - PRINCIPLE 4 : PROHIBITION OF HARASSMENT AND ABUSE

100.00 %

Instruction	0.00 %
PROHIBITION OF HARASSMENT AND ABUSE	100.00 %
NON-COMPLIANCES FOUND	0.00 %

AUDIT - PRINCIPLE 3 : PROHIBITION OF CHILD LABOR

100.00 %

Instruction	0.00 %
PROHIBITION OF CHILD LABOR	100.00 %
NON-COMPLIANCES FOUND	0.00 %

AUDIT - PRINCIPLE 2 : PROHIBITION OF FORCED LABOR

100.00 %

Instruction	0.00 %
PROHIBITION OF FORCED LABOR	100.00 %
NON-COMPLIANCES FOUND	0.00 %

AUDIT - PRINCIPLE 1 : COMPLIANCE WITH LAWS AND WORKPLACE REGULATIONS

97.50 %

Instruction	0.00 %
COMPLIANCE WITH LAWS AND WORKPLACE REGULATIONS	97.50 %
NON-COMPLIANCES FOUND	0.00 %

AUDIT - NON-COMPLIANCE TABLE

0 %

NON-COMPLIANCE TABLE	0.00 %
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DETAILED AUDIT REPORT

0 %

FACILITY DETAILS	0.00 %
AUDIT DETAILS	0.00 %
SITE INFORMATION	0.00 %
PERSONNEL INFORMATION	0.00 %
WORKFORCE COMPOSITION	0.00 %
WORKER INTERVIEWS	0.00 %
ADDITIONAL AUDITOR REMARKS	0.00 %
BEST PRACTICES OBSERVED	0.00 %
WRITTEN POLICY AND RESPONSIBLE PERSON(S)	0.00 %

AUDIT SUMMARY

0 %

Audit Summary

0.00 %

✓ The auditor confirmed that the answers contained in this report have been answered to the best of their knowledge and all sections have been completed.

Quality Plan (AUDIT - PRINCIPLE 5 : COMPENSATION AND BENEFITS) ↓

Instruction

0.00 %

COMPENSATION AND BENEFITS

Facilities will pay at least the minimum total compensation required by local law, including all mandated wages, allowances and benefits.

Facilities will ensure proper compensation for their employees for all the work done, by providing in a timely manner all the wages and benefits that are in compliance with the local and national laws of the jurisdiction in which they are located. This will include any premiums for overtime work or work done during holidays, as well as any other allowances or benefits, including any mandatory social insurance, required by local law.

COMPENSATION AND BENEFITS

100.00 %

5.1a. Does the facility maintain a compensation and benefits policy that includes all of the following: A detailed description of the workers' compensation and benefits at the time of employment?

Yes

Policy Name: Social Accountability Management Manual / Principle 5: Compensation and Benefits Policy No.: HQ-WRAP-2019 / version: 2019 / issued date: July 12, 2019.

5.1b. Does the facility maintain a compensation and benefits policy that includes all of the following: Both written and verbal explanations of wage calculations provided at the time of employment?

Yes

Through documents review, management interview and employees' interview, the facility would provide relevant training to new employees within one month and to all employees each year. If any updated, the facility would also provide relevant training to all employees within one week. The latest training was conducted on September 29, 2022.

5.1c. Does the facility maintain a compensation and benefits policy that includes all of the following: A requirement that changes relating to compensation rates or methods of wage calculations shall be communicated timely and effectively?

Yes

Through documents review, management interview and employees' interview, the facility would provide relevant training to new employees within one month and to all employees each year. If any updated, the facility would also provide relevant training to all employees within one week. The latest training was conducted on September 29, 2022.

5.1d. Does the facility maintain a compensation and benefits policy that includes all of the following: All compensation and benefits at least meet the local requirements?

Yes

Through documents review, management interview and employees' interview, all compensation and benefits at least met the local requirements.

5.2a. Does the facility compensate workers consistently with their terms of employment and in accordance with local/national laws and regulations related to minimum wage?	Yes
<i>Through reviewing provided labor contracts, employees were paid on hourly rate basis. according to local laws and regulations. According to the labor contracts and payroll records, the minimum wage paid to employees was RMB18 per hour, which was higher than the local minimum wage standard. It was confirmed through employee interview.</i>	
5.2b. Does the facility compensate workers consistently with their terms of employment and in accordance with local/national laws and regulations related to on time wage payments?	Yes
<i>Through reviewing provided labor contracts, and payroll records, all workers were paid before 30th of each month through cash. It was confirmed through employee interview.</i>	
5.2c. Does the facility compensate workers consistently with their terms of employment and in accordance with local/national laws and regulations related to overtime premium?	Yes
<i>Through reviewing provided labor contracts, and payroll records, the facility paid 150%, 200% and 300% of normal rate wages for overtime hours on normal working days, rest days and official public holidays respectively. It was confirmed through employee interview.</i>	
5.2d. Does the facility compensate workers consistently with their terms of employment and in accordance with local/national laws and regulations related to on time payment for resignation/ termination/dismissal/severance?	Yes
<i>Through reviewing provided labor contracts, and payroll records, the facility paid resignation/termination/dismissal/severance on time.</i>	
5.2e. Does the facility compensate workers consistently with their terms of employment and in accordance with local/national laws and regulations related to benefits, including but not limited to, entitled leave, maternity leave, etc.?	Yes
<i>Through reviewing provided labor contracts, and payroll records, the facility paid benefits including maternity leave and annual leave etc. to employees. It was confirmed through employee interview.</i>	
5.3 Do the facility's trainee and probation policies comply with the local/national laws?	Yes
<i>Through documents review, management interview and employees' interview, the facility's trainee and probation policies comply with the local/national laws.</i>	
5.4a. Does the facility meet its obligations on social insurance?	Yes
<i>As per social insurance receipts of the latest three months and social insurance waiver, it indicated that the facility was compliance with the local requirement.</i>	
5.4b. Does the facility cover all eligible workers under social insurance? If No, provide explanations.	Yes
<i>As per the social insurance receipts of the latest three months and social insurance waiver, out of 39 employees(31 retirees) can participate in five kinds of social insurance in January 2023, 21 out of 39 employees had participated in work-injury insurance participated in unemployment insurance, maternity insurance and medical insurance which indicated that the facility was compliance with the local requirement. Furthermore, the facility had provided the commercial insurance from September 6, 2022 to September 5, 2023 to other employees not involved in social insurance. The commercial insurances invoices and list were provided for review. So, all employees were covered by work injury insurance.</i>	
5.4c. Does the facility make the required payments to the government without delay?	Yes

The facility provided original copy of social insurance receipt for review. According to receipts of social insurance, the withholdings of social insurance were submitted to social insurance bureau monthly as per the government agency requirement. Through the facility management interview, deductions for taxes also were submitted to the government agency monthly through bank transfer.

5.5a. Does the facility post legal minimum wage rates, overtime premium rates, benefits policies, social insurance, and additional payment information in the language(s) understood by the facility workers?

Yes

Through on-site checking, the facility posted minimum wage rates, benefit policies, and additional payment information in the native language on notice board for employees' acknowledgment.

5.5b. Are workers provided with adequate communication of their legally mandated minimum compensation rights, including overtime premiums?

Yes

Through documents review, management interview and employees' interview, the facility would provide relevant training to new employees within one month and to all employees each year. If any updated, the facility would also provide relevant training to all employees within one week. The latest training was conducted on September 29, 2022.

5.6a. Does the facility produce and retain payroll records to support compensation, including overtime and benefits?

Yes

During this audit, payroll records from February 2022 to January 2023 had been provided for review. Auditor had randomly selected 15 employees' payroll records from July 2022(random month), November 2022(random month) and January 2023 (current month) respectively. According to the payroll records, the minimum wage paid to employees was RMB18 per hour, which was equal to the local minimum wage standard. Besides, the facility paid 150%, 200% and 300% of normal rate wages for overtime hours on normal working days, rest days and official public holidays respectively.

5.6b. Does the facility keep such records for such time as required by local/national laws? Please state the record retention time required by local/national laws.

Yes

Through document review and management interview, the facility keeps such records for such time as required by local/national laws. As per local law, these records should keep for two years or more for examination.

5.6c. In the case the facility pays its workers through wire transfers, does the facility produce and retain proof of bank statements showing all the transactions in a verifiable way? (Note: The name of the worker, salary amount, and the date of the transaction must appear on the bank slip showing the transaction, as well as the recipient's bank name and account.)

N/A

All workers were paid on or before 30th of each month in cash.

5.7a. Does the facility provide all workers with a pay record or stub that lists the components of the wages paid, including all deductions?

Yes

Through workers' interview, the facility released a paystub to employees with a content of normal working hours, overtime hours, normal wages, overtime wages, allowance, deduction and net wages. If there were any question on compensation, the employees could communicate with accountant immediately.

5.7b. Do all workers sign off on wage pay records/stub, including when done by direct transfer into the worker's bank account?

Yes

Through documents review, management interview and employees' interview, all employees sign off on wage pay records/stub.

5.7c. List all deductions show on workers' paystub:

Social insurance and tax

5.8a. Are there any piece rate workers in the facility? If so, review a sampling of the documentation for piece rate workers as compared to wage rate workers to ensure compliance with this Principle.

No

<i>No piece-rate worker in the facility. All workers were paid on hourly rate basis.</i>	
5.8b. Does the facility have a written and coherent policy on piece rate compensation, including overtime premium rates?	N/A
<i>All employees' wages were paid on hourly rate basis.</i>	
5.8c. Does the piece rate compensation at least satisfy the minimum compensation prescribed by law?	N/A
<i>All employees' wages were paid on hourly rate basis.</i>	
5.8d. Do workers sign off on material counts for piece rate systems?	N/A
<i>All employees' wages were paid on hourly rate basis.</i>	
5.9a. Does the facility have a daily/weekly/ monthly quota for its production workers to meet?	No
<i>No daily/weekly/ monthly quota was set for its production workers.</i>	
5.9b. What percentage of workers reach the quota within a regular work shift?	No daily/weekly/ monthly quota was set for its production workers.
5.9c. What happens when the quota is not met?	No daily/weekly/ monthly quota was set for its production workers.

WAGE ANALYSIS

0.00 %

What is the payroll frequency?	Monthly
Wage periods reviewed:	July 2022, November 2022 and January 2023.
Wage periods reviewed for follow-up audit:	N/A
Sample size:	15
Sample size for follow-up audit:	N/A
Legal minimum wage for regular hours (Specify whether the rate is hourly, daily, weekly or monthly.) If there is an increase in the minimum wage during the reviewed periods, provide both the old and the new wage rates.	The local minimum wage standard was updated to RMB 2070 per month equal to RMB11.9 (2070/21.75/8) since August 1, 2021.
Actual minimum wage paid at this facility for regular hours (Specify whether the rate is hourly, daily, weekly or monthly.) If actual minimum wage paid is below the legal minimum wage, provide explanations.	RMB 18 per hour
Lowest gross wage paid in sample (If lower than the minimum wage, provide explanations):	RMB 4761 per month in January 2023
Highest gross wage paid in sample:	RMB 6453 per month in July 2022
Legal overtime premium for weekdays:	150% of normal rate
Legal overtime premium for rest days:	200% of normal rate
Legal overtime premium for holidays:	300% of normal rate

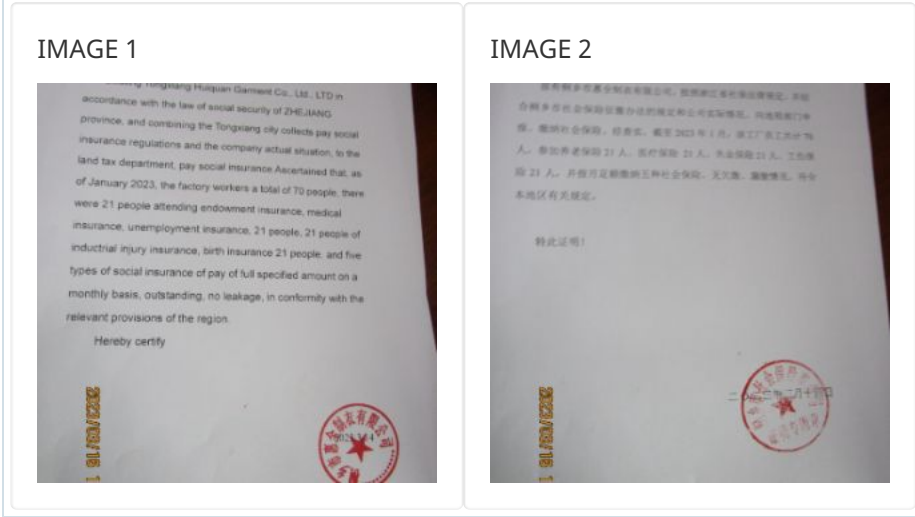
SOCIAL INSURANCE ANALYSIS

100.00 %

Type(s) of social insurance(s) required by local law:	Work-Injury Medical Pension Unemployment Maternity Housing
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Coverage (# of workers and % of total):	Work-Injury70 (70 and 100%) Medical21 (39 and 53.8%) Pension21 (39 and 53.8%) Unemployment21 (39 and 53.8%) Maternity21 (39 and 53.8%) Housing0
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Does this facility have a social insurance waiver? If Yes, attach a scan to this question. (Only applicable to facilities in China)	YES
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NON-COMPLIANCES FOUND	0.00 %
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List non-compliances raised against this Principle here and note whether they are Major, Minor, or Observations:	Nil
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Quality Plan (AUDIT - PRINCIPLE 12: SECURITY)

Instruction	0.00 %
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Facilities will maintain appropriate procedures in order to ensure proper corporate security, transportation security, and people and physical security at the facility.

Facilities will ensure adequate controls are in place to safeguard against introduction of any non-manifested cargo. In this regard, WRAP recognizes the United States Customs and Border Protection (CBP)'s CTPAT Guidelines for Foreign Manufacturers as minimum requirements and has adopted those guidelines under this Principle.

Security Vision & Responsibility	100.00 %
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12.1.1a Does the facility have a security program to ensure the security of its premises, its goods in the facility?	Yes
<i>The facility had written security handbook include procedures / number: QS-QG / version: A/0 / issued date: October 23, 2022 to ensure the security of its premises, its goods in the facility.</i>	
12.1.1b. Does the facility top management demonstrate their commitment to the program by signing the security statement?	Yes
<i>The facility top management named Mr. Qiang Huiqing / General Manager demonstrated their commitment to the program by signing the security statement.</i>	
12.1.1c. Is such document posted onsite or shared during security trainings?	Yes

As per on-site observation, management interview and workers' interview, those documents were posted on the bulletin and have training to workers. The lastest training was on October 27, 2022.

12.1.1d. Does the facility communicate its security program within its facility and also with its business partners? Business partners refer to the entities the facility has business relationship with, in particular, transportation/logistics providers, customers, raw material suppliers, subcontractors, service providers (including IT service providers), etc.

Yes

The facility communicated its security program within its facility and with its business partners such as raw material suppliers etc.

12.1.2 Does the facility have a cross-functional team from the relevant departments responsible for the implementation and monitoring of its security program? List at least two (2) people and their department from the team:

Yes

The facility had a cross-functional team from the relevant departments responsible for the implementation and monitoring of its security program. Name: Ms. Gu Xiaoping / Security Manager, Mr. Qiang Huiqing / Manager and Ms. Fan Qiuyue / Sales.

12.1.3 Does the facility have an effective written review process for its security program that is updated promptly when pertinent changes are made in the facility's operation and level of risk?

Yes

The facility had an effective written review process for its security program in written security handbook include procedures / number: QS-QG / version: A/0 / issued date: October 23, 2022 that is updated promptly when pertinent changes are made in the facility's operation and level of risk.

12.1.4a. Does the facility have Point(s) of Contact (POC) – responsible persons - for its security program?

Yes

The facility has Point(s) of Contact (POC) – responsible persons named Name: Ms. Gu Xiaoping / Security Manager, Mr. Qiang Huiqing / Manager and Ms. Fan Qiuyue / Sales. - for its security program.

12.1.4b. Are these individuals trained to have the necessary knowledge on CTPAT program requirements?

Yes

The facility provided training to these individuals with necessary knowledge on CTPAT program requirements. The lastest training was on September 20, 2022.

12.1.4c. Do POCs have a mean of obtaining and validating updates of security requirements?

Yes

The POCs have a mean of obtaining and validating updates of security requirements

12.1.4d. Do the POCs provide regular updates to top management on issues related to the program, including the progress or outcomes of any audits, security related exercises, and CTPAT validations?

Yes

The POCs provided regular updates to top management on issues related to the program, including the progress or outcomes of any audits, security related exercises, and CTPAT validations.

Risk Assessment

100.00 %

12.2.1 Has the facility conducted security risk assessment (RA) to identify any security vulnerabilities in its facility and mitigate them by taking the necessary measures?

Yes

The facility conducted security risk assessment (RA) to identify any security vulnerabilities in its facility and mitigate them by taking the necessary measures annually.

12.2.2 Does your risk assessment document and map the movement of your cargo?

Yes

The risk assessment document and map the movement of the cargo.

12.2.3 Does the facility review its security risk assessment (RA) at least once a year? (More frequent reviews must be done if risk factors dictate so.)

Yes

The facility reviewed its security risk assessment (RA) at least once a year on December 28, 2022.

12.2.4 Does the facility ensure risks addressing towards crisis management, business continuity, security recovery plan and business resumption?

Yes

The facility ensured risks addressing towards crisis management, business continuity, security recovery plan and business resumption.

Business Partners Security

100.00 %

12.3.1a. Does a written and up-to-date risk-based process exist for screening of new and monitoring of existing business partners?

Yes

The facility had written security handbook include procedures of business partners control / number: QS-QG / version: A/0 / issued date: October 23, 2022 exist for screening of new and monitoring of existing business partners.

12.3.1b. Does the facility address the weaknesses found in its business partners' security assessments?

Yes

The facility addressed the weaknesses found in its business partners' security assessments.

12.3.1c. Are the actions, taken to mitigate any identified deficiency, effective and in time?

Yes

Through documents review and management interview, the actions were taken to mitigate any identified deficiency which were effective and in time.

12.3.2 If the facility has undergone any CTPAT/AEO (Authorized Economic Operator) audit within the past 24 months, provide the evidence.

The facility did not undergo an GSV audit in the past 12 months.

12.3.3 If the facility subcontracts transportation services to a highway carrier, the carrier has to be CTPAT certified. Does the facility meet this requirement? ONLY applicable for land transportation to the US.

N/A

All goods were shipped to US by sea transportation.

12.3.4 If a highway carrier works directly for the facility's buyer through a written contract, does the contract stipulate adherence to CTPAT's Minimum Security Criteria (MSC) requirements? ONLY applicable for land transportation to the US.

N/A

All goods were shipped to US by sea transportation.

Cybersecurity

100.00 %

12.4.1 Does the facility have written cybersecurity policies and procedures to protect its information technology (IT) systems, including procedures for the recovery (or replacement) of IT systems and/or data if a data breach occurs?

Yes

As per written procedure named cybersecurity policies and procedures in security manual / QS-QG / version: A/0 / issued date: October 23, 2022, the facility protected its information technology (IT) systems, including procedures for the recovery (or replacement) of IT systems and/or data if a data breach occurs.

12.4.2 Does the facility have installed sufficient software/hardware protection from malware and internal/external intrusion (firewalls) in its computer system?

Yes

The facility had installed enough software protection from malware and internal/external intrusion (firewalls) in its computer system.

12.4.3 Does the facility regularly test the security of its IT infrastructure based on the defined frequency (but at the minimum once a year)?

Yes

The facility tested the security of its IT infrastructure each month.

12.4.4 Does the facility have a system in place to identify unauthorized access of IT systems/data or abuse of policies and procedures?

Yes

As per written procedure named computer safety Procedure in security manual / QS-QG / version: A/0 / issued date: October 23, 2022, the facility has a system in place to identify unauthorized access of IT systems/data or abuse of policies and procedures.

12.4.5a. Does the facility restrict user access based on job description or assigned duties?

Yes

The facility restricted user access based on job description or assigned duties.

12.4.5b. Does the facility require its system users to update their passwords regularly (but at the minimum once a year)?

Yes

The facility had an automated system for individually assigned accounts that required monthly change of passwords. The passwords changed records on March 1, 2023 had been provided for review.

12.4.5c. Does the facility employ secure technologies to safeguard its IT systems used by remote users?

Yes

Through IT maintenance records and management interview, the facility installed the surveillance software for its IT systems, if any remote users would do anything harmful this software could trigger the system alarm and cut the connection with the remote user.

12.4.5d. For facility staff using personal devices to conduct company work, does the facility require the staff to adhere to the company's cybersecurity policies and procedures?

Yes

Through document review and employee interview, the facility required the staff to adhere to the company's cybersecurity policies and procedures.

12.4.5e. Does the facility remove employee's computer and network access upon ending of employment?

Yes

As per written procedure named computer safety Procedure in security manual / QS-QG / version: A/0 / issued date: October 23, 2022, facility will remove employee's computer and network access upon ending of employment.

12.4.6 Does the facility follow any international cybersecurity framework, such as National Institute of Standards and Technology (NIST) for establishing cyber security protocols? (N/A for US facilities.)

Yes

The facility followed international cybersecurity framework for establishing cyber security protocols.

12.4.7 Does the facility back up its data stored in its network at least once a week?

Yes

Though document review, the facility backed up its data stored in its network once a week.

12.4.8 Does the facility have back-up power for its computer network so the facility can back up the necessary data before the power shuts down?

Yes

Through onsite observation, the facility had a back-up power for its computer network so the facility could back up the necessary data before the power shuts down.

Conveyance & Instruments of International Traffic Security

100.00 %

12.5.1 If the containers/trucks stay in the facility, does the facility ensure that they are not tampered?	Yes
<i>The security staff would monitor for the containers/trucks during loading/uploading time.</i>	
12.5.1b. The containers/trucks are parked in an access-controlled area?	Yes
<i>The security staff would monitor for the containers/trucks during loading/uploading time.</i>	
12.5.2a Does the facility have documented procedures in place to verify the physical integrity of the container structure prior to loading?	Yes
<i>As per written procedure named Container and Trailer Safety Management Procedure in security manual / QS-QG / version: A/0 / issued date: October 23, 2022, the facility conducted 7-points inspection before loading. And the inspection records and photos of were provided for review.</i>	
12.5.2b. Does the procedure include the reliability of the locking mechanisms of the doors?	Yes
<i>Through reviewing the procedure, it contained the reliability of the locking mechanisms of the doors.</i>	
12.5.2c. Prior to loading/stuffing/packing, does the facility conduct 7-point inspection on its containers and unit load devices (ULD): Front wall	Yes
<i>It was verified through review 7-point inspection records and interview and employee interview.</i>	
12.5.2d. Prior to loading/stuffing/packing, does the facility conduct 7-point inspection on its containers and unit load devices (ULD): Left side	Yes
<i>It was verified through review 7-point inspection records and interview and employee interview.</i>	
12.5.2e. Prior to loading/stuffing/packing, does the facility conduct 7-point inspection on its containers and unit load devices (ULD): Right side	Yes
<i>It was verified through review 7-point inspection records and interview and employee interview.</i>	
12.5.2f. Prior to loading/stuffing/packing, does the facility conduct 7-point inspection on its containers and unit load devices (ULD): Floor	Yes
<i>It was verified through review 7-point inspection records and interview and employee interview.</i>	
12.5.2g. Prior to loading/stuffing/packing, does the facility conduct 7-point inspection on its containers and unit load devices (ULD): Ceiling/Roof	Yes
<i>It was verified through review 7-point inspection records and interview and employee interview.</i>	
12.5.2h. Prior to loading/stuffing/packing, does the facility conduct 7-point inspection on its containers and unit load devices (ULD): Inside/outside doors, including the reliability of the locking mechanisms of the doors	Yes
<i>It was verified through review 7-point inspection records and interview and employee interview.</i>	
12.5.2i. Prior to loading/stuffing/packing, does the facility conduct 7-point inspection on its containers and unit load devices (ULD): Outside/Undercarriage	Yes
<i>It was verified through review 7-point inspection records and interview and employee interview.</i>	
12.5.3a. Does the facility conduct inspections of conveyances at the point of loading/stuffing?	Yes
<i>The facility conducted inspections of conveyances at the point of loading/stuffing.</i>	
12.5.3b. If conveyances are stored in the facility, does the facility inspect them when they enter and depart the storage yards?	N/A

Though onsite observation and management interview, no container was stored in the facility.

12.5.3c. Does the facility inspect trailers for the following: Fifth wheel area – check natural compartment/skid plate	Yes
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It was verified through review 10-point trailer inspection records and employee interview.

12.5.3d. Does the facility inspect trailers for the following: Exterior - front/sides	Yes
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It was verified through review 10-point trailer inspection records and employee interview.

12.5.3e. Does the facility inspect trailers for the following: Rear - bumper/doors	Yes
--	-----

It was verified through review 10-point trailer inspection records and employee interview.

12.5.3f. Does the facility inspect trailers for the following: Front wall	Yes
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It was verified through review 10-point trailer inspection records and employee interview.

12.5.3g. Does the facility inspect trailers for the following: Left side	Yes
--	-----

It was verified through review 10-point trailer inspection records and employee interview.

12.5.3h. Does the facility inspect trailers for the following: Right side	Yes
---	-----

It was verified through review 10-point trailer inspection records and employee interview.

12.5.3i. Does the facility inspect trailers for the following: Floor	Yes
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It was verified through review 10-point trailer inspection records and employee interview.

12.5.3j. Does the facility inspect trailers for the following: Ceiling/Roof	Yes
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It was verified through review 10-point trailer inspection records and employee interview.

12.5.3k. Does the facility inspect trailers for the following: Inside/outside doors and locking mechanisms	Yes
--	-----

It was verified through review 10-point trailer inspection records and employee interview.

12.5.3l. Does the facility inspect trailers for the following: Outside/Undercarriage	Yes
--	-----

It was verified through review 10-point trailer inspection records and employee interview.

12.5.3m. Does the facility conduct inspections of its tractors on the following, if applicable: Bumper/tires/rims (ONLY applicable for land transportation to the US.)	N/A
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All goods were shipped to US by sea transportation.

12.5.3n. Does the facility conduct inspections of its tractors on the following, if applicable: Doors, tool compartments and locking mechanisms (ONLY applicable for land transportation to the US.)	N/A
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All goods were shipped to US by sea transportation.

12.5.3o. Does the facility conduct inspections of its tractors on the following, if applicable: Battery box (ONLY applicable for land transportation to the US.)	N/A
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All goods were shipped to US by sea transportation.

12.5.3p. Does the facility conduct inspections of its tractors on the following, if applicable: Air breather (ONLY applicable for land transportation to the US.)	N/A
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All goods were shipped to US by sea transportation.

12.5.3q. Does the facility conduct inspections of its tractors on the following, if applicable: Fuel tanks (ONLY applicable for land transportation to the US.)	N/A
<i>All goods were shipped to US by sea transportation.</i>	
12.5.3r. Does the facility conduct inspections of its tractors on the following, if applicable: Interior cab compartments/sleeper (ONLY applicable for land transportation to the US.)	N/A
<i>All goods were shipped to US by sea transportation.</i>	
12.5.3s. Does the facility conduct inspections of its tractors on the following, if applicable: Faring/Roof (ONLY applicable for land transportation to the US.)	N/A
<i>All goods were shipped to US by sea transportation.</i>	
12.5.4a. Does the facility ensure that conveyances are equipped with external hardware that can reasonably withstand attempts to remove it?	Yes
<i>The facility ensured that conveyances are equipped with external hardware that can reasonably withstand attempts to remove it.</i>	
12.5.4b. Prior to attaching any locking device, does the facility inspect a container/truck or any other means of transportation and its locking mechanism to detect tampering?	Yes
<i>The facility inspected a container and its locking mechanism to detect tampering prior to the attachment of any sealing device.</i>	
12.5.5a. Does the facility's security inspection of its conveyances & IIT include the following elements: Container/Trailer/Instruments of International Traffic number	Yes
<i>Cargo loading records and container inspection records including International Traffic number.</i>	
12.5.5b. Does the facility's security inspection of its conveyances & IIT include the following elements: Date of inspection	Yes
<i>Cargo loading records and container inspection records including date of inspection.</i>	
12.5.5c. Does the facility's security inspection of its conveyances & IIT include the following elements: Time of inspection	Yes
<i>Cargo loading records and container inspection records including time of inspection.</i>	
12.5.5d. Does the facility's security inspection of its conveyances & IIT include the following elements: Name of employee conducting the inspection	Yes
<i>Cargo loading records and container inspection records including name of employee conducting the inspection.</i>	
12.5.5e. Does the facility's security inspection of its conveyances & IIT include the following elements: Specific areas of the Instruments of International Traffic that were inspected	Yes
<i>Cargo loading records and container inspection records including specific areas of the Instruments of International Traffic that were inspected.</i>	
12.5.6a Does the facility perform its security inspections in an area of controlled access and monitored by CCTV if applicable? (Facilities supplying only to local markets or not exporting to the US are not required to have CCTV, but they must have security inspections in the areas with controlled access.)	Yes
<i>Security guards performed its security inspections in an area of controlled access and monitored by CCTV daily.</i>	

12.5.6b. Are CCTV records, minimum of 24/7 and 30 consecutive days, kept in sensitive areas (cargo handling and storage areas, yard and storage areas for containers, trucks and trailers, packing areas and entrance/exit)? Facilities supplying only to local markets or not exporting to the US are not required to have CCTV records.	Yes
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During on-site observation, CCTV monitor systems were utilized to monitor premises. And the facility had designed staffs to monitor premises and prevent unauthorized access to cargo handling and storage areas. The facility kept minimum of 24/7 and 30 consecutive days' CCTV records in sensitive areas. The relevant records were provided for review during this audit time.

Seal Security

100.00 %

NOTE

For the facilities supplying only to local markets, the facilities not direct exporters, or the facilities using Less Than Container Load (LCL) or using local Inland Container Depots (ICDs), only questions 12.6.8, 12.6.9, and 12.6.10a & b are applicable under THIS section.

12.6.1a. Does the facility affix a high-security seal to all loaded trailers and containers bound for the U.S.?	Yes
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The facility used high security seal to all loaded trailers and containers for the overseas.

12.6.1b. Do the seals meet or exceed the current ISO 17712 standards for high-security seals?	Yes
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As per the testing report provided by factory, the seals meet the PAS ISO17712:2006 standards and the facility provided testing report as per PAS ISO 17712 standards for review.

12.6.1c. Does the facility have documented procedures stipulating how seals are to be controlled and affixed to loaded containers and trailers?	Yes
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The facility had a written procedure named Seal Management Procedure in security manual / QS-QG / version: A/0 / issued date: October 23, 2022. The facility would inspect seals first, and authorized employee would affix it after loading, meanwhile, the seal number would be record.

12.6.1d. Does the facility have documented procedures for recognizing and reporting compromised seals and/or containers/trailers to US Customs and Border Protection or the appropriate local authority?	Yes
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The facility had a written procedure named Seal Management Procedure in security manual / QS-QG / version: A/0 / issued date: October 23, 2022. The facility had documented procedures for recognizing and reporting compromised seals and/or containers/trailers to US Customs and Border Protection or the appropriate local authority.

12.6.1e. Does the facility have designated workers for the distribution of seals for integrity purposes?	Yes
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Name and title: Ms. Fan Qiuyue / Sales

12.6.1f. Controlling access to seals must have the following elements: Management of seals must be restricted to authorized personnel only.	Yes
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Ms. Fan Qiuyue / Sales was the authorized person.

12.6.1g. Controlling access to seals must have the following elements: Secure storage	Yes
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Through onsite observation, seals were locked in the office.

12.6.1h. Controlling access to seals must have the following elements: Inventory, Distribution, and Tracking	Yes
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The seal log recoded the receipt of new seals.

12.6.1i. Controlling access to seals must have the following elements: Recording the receipt of new seals in the seal log	Yes
<i>The seal log recoded the receipt of new seals.</i>	
12.6.1j. Controlling access to seals must have the following elements: Issuance of seals recorded in log	Yes
<i>The seal log recorded the issuance of all the seals.</i>	
12.6.1k. Controlling access to seals must have the following elements: Tracks seals recorded in log	Yes
<i>All the seals cab be tracked through the seal log with detailed information on it.</i>	
12.6.1l. Controlling access to seals must have the following elements: Only trained, authorized personnel may affix seals to Instruments of International Traffic (IIT)	Yes
<i>The facility had a written procedure named Seal Management Procedure in security manual /QS-QG / version: A/0 / issued date: October 23, 2022 which defined that only trained, authorized personnel may affix seals to Instruments of International Traffic.</i>	
12.6.2 Does the Seal security policy and procedure include “controlling seals in transit” and “seals broken in transit”?	Yes
<i>The facility had a written procedure named Seal Management Procedure in security manual / QS-QG / version: A/0 / issued date: October 23, 2022. The procedure included Seal security policy and procedure include “controlling seals in transit” and “seals broken in transit”.</i>	
12.6.3a. If seals are found broken in transit, the following must be done: If a load is examined, record replacement seal number.	Yes
<i>It was verified through transport abnormal event logs review and management interview.</i>	
12.6.3b. If seals are found broken in transit, the following must be done: The driver must immediately notify dispatch when a seal is broken, indicate who broke it, and provide the new seal number.	Yes
<i>It was verified through transport abnormal event logs review and management interview.</i>	
12.6.3c. If seals are found broken in transit, the following must be done: The carrier must immediately notify the shipper, broker, and importer of the seal change and the replacement seal number.	Yes
<i>It was verified through transport abnormal event logs review and management interview.</i>	
12.6.3d. If seals are found broken in transit, the following must be done: The shipper must note the replacement seal number in the seal log.	Yes
<i>It was verified through transport abnormal event logs review and management interview.</i>	
12.6.4a. Seal discrepancies are found: Does the facility retain altered or tampered seals to aid in investigations?	Yes
<i>It was verified through Seal Security Policy review and management interview.</i>	
12.6.4b. Seal discrepancies are found: Does the facility investigate the discrepancy and follow-up with corrective measures (if warranted)?	Yes
<i>It was verified through Seal Security Policy review and management interview.</i>	
12.6.4c. Seal discrepancies are found: If applicable, does the facility report compromised seals to CBP and the appropriate foreign government to aid in the investigation?	N/A
<i>N/A, no seal discrepancy was found and the facility only transport the products to cargo port.</i>	

12.6.5 Are all shipments sealed right after loading/stuffing/packing?	Yes
<i>Through documents review and management interview, all shipments sealed right after loading/stuffing/packing.</i>	
12.6.6a. Does the facility maintain an inventory of seals?	Yes
<i>The facility maintained an inventory of seals and updated it monthly.</i>	
12.6.6b. If yes to 12.6.6a, does the facility management or a security supervisor conduct audits of seals that includes periodic inventory of stored and reconciliation against seal inventory logs and shipping documents?	Yes
<i>The facility conducted monthly update for the inventory list of seals to avoid against seal inventory logs and shipping documents.</i>	
12.6.7a. Does the facility seal verification process followed the VVTT process: V – View seal and container locking mechanisms; ensure they are OK	Yes
<i>Through review seal verification log, the VVTT process followed every time.</i>	
12.6.7b. Does the facility seal verification process followed the VVTT process: V – Verify seal number against shipment documents for accuracy	Yes
<i>Through review seal verification log, the VVTT process followed every time.</i>	
12.6.7c. Does the facility seal verification process followed the VVTT process: T – Tug on seal to make sure it is affixed properly	Yes
<i>Through review seal verification log, the VVTT process followed every time.</i>	
12.6.7d. Does the facility seal verification process followed the VVTT process: T – Twist and turn the bolt seal to make sure its components do not unscrew, separate from one another, or any part of the seal becomes loose	Yes
<i>Through review seal verification log, the VVTT process followed every time.</i>	
NOTE The following questions are applicable to the facilities supplying only to local markets, the facilities not direct exporters, or the facilities using Less Than Container Load (LCL) or using local Inland Container Depots (ICDs).	
12.6.8 Does the facility apply a locking device to all its shipments right after loading/stuffing/packing?	N/A
<i>N/A, all products were exported directly. The facilities did not use Less Than Container Load (LCL) or using local Inland Container Depots (ICDs).</i>	
12.6.9 Does the facility maintain records of the locking devices as required by the applicable custom rules or for at least 3 months?	N/A
<i>N/A, all products were exported directly. The facilities did not use Less Than Container Load (LCL) or using local Inland Container Depots (ICDs).</i>	
12.6.10a. Does the facility record any broken locking device incidents and take the necessary preventative measures?	N/A
<i>N/A, all products were exported directly. The facilities did not use Less Than Container Load (LCL) or using local Inland Container Depots (ICDs).</i>	
12.6.10b. Does the facility have the procedures to address any incidents occurred during transit?	N/A
<i>N/A, all products were exported directly. The facilities did not use Less Than Container Load (LCL) or using local Inland Container Depots (ICDs).</i>	

12.7.1 Does the facility have security officer/manager or other designated personnel during the loading/stuffing of cargo into containers/trucks?	Yes
<i>The facility designated Ms. Fan Qiuyue / Sales during the loading/stuffing of cargo into containers/trucks.</i>	
12.7.2 Does the facility have procedures in place to ensure complete and necessary information in clearing of merchandise/cargo? (Not applicable to non-exporting facilities.)	Yes
<i>The facility had a written procedure named Cargo Receipts and Documents in security manual / QS-QG / version: A/0 / issued date: October 23, 2022. The procedures in place to ensure complete and necessary information in clearing of merchandise/cargo.</i>	
12.7.3 Does the facility verify the accuracy of the information in the bill of lading (BOLs) and/or manifests with the shipper or its agent? (Not applicable to non-exporting facilities.)	Yes
<i>The facility had a written procedure named Cargo Receipts and Documents in security manual / QS-QG / version: A/0 / issued date: October 23, 2022. The facility verified the accuracy of the information in the bill of lading (BOLs) and/or manifests with the shipper or its agent.</i>	
12.7.4 Does the facility have written procedures for reporting an incident? (Note: The report must include a description of its internal escalation process.)	Yes
<i>The facility had a written procedure named Emergency Incident Report Procedure in security manual / QS-QG / version: A/0 / issued date: October 23, 2022. The facility has written procedures for reporting an incident.</i>	
12.7.5 Does the facility have documented procedures in place to identify, challenge and address unauthorized/unidentified persons?	Yes
<i>Through reviewing Persons In and Out facility Management Procedure in security manual / QS-QG / version: A/0 / issued date: October 23, 2022, unauthorized and unidentified persons would be queried, monitored and taken away. And this case would report to facility management immediately.</i>	
12.7.6 Does the facility investigate and resolve any shortages, overages and other significant discrepancies or anomalies?	Yes
<i>All shortages, overages, and other significant discrepancies or anomalies resolved and/or investigated appropriately.</i>	
12.7.7a. Is cargo that is being shipped reconciled against information on the cargo manifest?	Yes
<i>The shipping staffs verified and ensured each cargo that is being shipped reconciled against information on the cargo manifest.</i>	
12.7.7b. Is all cargo accurately described, and are the weights, labels, marks, and piece count indicated and verified?	Yes
<i>The cargo was accurately described, and the weights, labels, marks and piece count were indicated and verified.</i>	
12.7.7c. Does the facility verify departing cargo against purchase or delivery orders?	Yes
<i>The shipping staff verified departing cargo against purchase or delivery orders.</i>	
12.7.7d. Are drivers delivering or receiving cargo positively identified before cargo is received or released?	Yes
<i>Drivers delivering or receiving cargo are positively identified with the ID card before cargo is received or released.</i>	
12.7.7e. Are documented procedures in place to track the timely movement of incoming and outgoing goods?	Yes
<i>The facility had documented procedures in place to track the timely movement of incoming and outgoing goods.</i>	

Agricultural Security

100.00 %

12.8.1 Does the facility have written procedures designated to prevent visible pest contamination to include compliance with Wood Packaging Materials (WPM) regulations?

Yes

The facility has written procedures in security manual / QS-QG / version: A/0 / issued date: October 23, 2022 designated to prevent visible pest contamination to include compliance with Wood Packaging Materials (WPM) regulations.

12.8.2 Does the facility inspect its cargo staging areas and its immediate surrounding areas to ensure these areas remain free of visible pest contamination?

Yes

Through document review, the facility inspected pest contamination during the conveyance/ instruments of international traffic inspection per container. The inspection records were provided for review.

12.8.3a. Has pest contamination been found during the conveyance/instruments of international traffic inspection?

No

No pest contamination was found during the conveyance/ instruments of international traffic inspection.

12.8.3b. If yes to 12.8.3a, was washing/vacuuming carried out to remove such contamination?

N/A

No pest contamination was found during the conveyance/ instruments of international traffic inspection.

12.8.4 Has the facility maintained the records of its pest contamination removal activities for at least one (1) year?

Yes

Through document review, the facility maintained the records of its pest contamination removal activities for at least one year.

Physical Access Controls

100.00 %

12.9.1a. Does the facility have a physical access control procedure for cargo handling and storage facilities?

Yes

The facility installed monitor system in finished goods warehouse, packing area, loading area and facility gate. The facility also designated security guard to monitor non-manifested material. All finished goods were stored in finished goods warehouse, where were defined as controlled areas with warning sign. The packing manager was appointed to monitor entrance to warehouse and loading areas. Only designates staff could access to those areas. The complete and detail manifest were kept by the facility.

12.9.1b. Do the facility's cargo handling and storage facilities have physical barriers and/or deterrents that prevent unauthorized access? If no, describe what measures are in place to prevent unauthorized access

Yes

Through onsite observation, cargo handling area had deterrents and storage facilities had physical barriers to prevent unauthorized access. Both areas also had CCTV cameras to monitor daily activities.

12.9.2a. Is there perimeter fencing enclosing the areas around cargo handling and storage facilities?

Yes

There was a perimeter fencing enclosing the areas around cargo handling and storage facilities.

12.9.2b. Is interior fencing within a cargo handling area used to segregate domestic, international, high value, and hazardous cargo?

Yes

There was an interior fencing within a cargo handling area used to segregate domestic, international, high value, and hazardous cargo.

12.9.2c. Is all fencing regularly inspected for integrity and damage?

Yes

Through onsite observation and document review, all fencing was regularly inspected for integrity and damage.

12.9.3 Are gates through which vehicles and/or personnel enter or exit manned and/or monitored? (The number of gates should be kept to the minimum necessary for proper access and safety.)	Yes
<i>There was one gate with security guards for monitoring the entry or exit manner of vehicles and personnel enter.</i>	
12.9.4 Are private passenger vehicles prohibited from parking in or adjacent to cargo handling and storage areas?	Yes
<i>Through onsite observation, private passenger vehicles were prohibited from parking in or adjacent to cargo handling and storage areas.</i>	
12.9.5 Is there adequate lighting provided inside and outside the facility including the following areas: entrances and exits, cargo handling and storage areas, fence lines and parking areas?	Yes
<i>During on-site checking, the lighting system around parking areas, main entrance or exit, warehouse, workshop, loading areas, etc. was acceptable.</i>	
12.9.6 Does the facility ensure its security technology physical infrastructure from unauthorized access?	Yes
<i>Through onsite observation, the facility ensured its security technology physical infrastructure from unauthorized access.</i>	
Physical Security	100.00 %
12.10.1a. Does the facility have written procedures governing how identification badges and access devices are granted, changed and removed?	Yes
<i>As per document review, the facility has written procedures governing how identification badges and access devices are granted, changed and removed.</i>	
12.10.1b. Does the facility restrict access to sensitive areas based on job description or assigned duties? Sensitive areas include cargo handling and storage areas, yard and storage areas for containers, trucks and trailers, packing areas and entrance/exit, IT server rooms, shipping/receiving areas where import documents are kept, and seal storage areas.	Yes
<i>Through onsite observation, workers interview and management interview, sensitive areas such as finance office, packing area, loading area, IT rooms etc. were all posted with photo list of authorized personnel, unauthorized personnel should sign the reason and time when entered those areas.</i>	
12.10.1c. Does the facility remove access of devices upon the employee's end of employment?	Yes
<i>The facility removed access of devices upon the employee's end of employment, the relevant records were also provided to review.</i>	
12.10.2a. Are visitors required to register at the main entrance and provided with proper visitor badges?	Yes
<i>Visitors were required to record their information at the facility gate and obtained the visitor badge before entry.</i>	
12.10.2b. Facility visitor log must include the following: Date of visit	Yes
<i>Visitors were required to record their information on visitor log, date of visit was logged.</i>	
12.10.2c. Facility visitor log must include the following: Visitor's name	Yes
<i>Visitors were required to record their information on visitor log, visitor's name was logged.</i>	

12.10.2d. Facility visitor log must include the following: Verification of photo identification	Yes
<i>Visitors were required to present photo identification for documentation purposes upon arrival.</i>	
12.10.2e. Facility visitor log must include the following: Time of arrival	Yes
<i>Visitors were required to record their information on visitor log, time of arrival was logged.</i>	
12.10.2f. Facility visitor log must include the following: Company point of contact	Yes
<i>Visitors were required to record their information on visitor log, company point of contact was logged.</i>	
12.10.2g. Facility visitor log must include the following: Time of departure	Yes
<i>Visitors were required to record their information on visitor log, time of departure of contact was logged.</i>	
12.10.2h. Facility visitor log must include the following: Visitor's signature	Yes
<i>Visitors were required to record their information on visitor log, visitor's signature was logged.</i>	
12.10.3 Does the facility require positive identification from driver before cargo is received or released?	Yes
<i>Through documents review, the facility required positive identification from driver before cargo is received or released.</i>	
12.10.4a Does the facility keep a cargo pickup log?	Yes
<i>Through documents review, the facility kept cargo pickup log for more than 12 months.</i>	
12.10.4b. Does the facility personnel (not cargo drivers) log in and out of cargo drivers?	Yes
<i>The facility personnel log in and out of cargo drivers in the cargo pickup log in detailed information.</i>	
12.10.4c. Is the cargo log securely kept?	Yes
<i>The cargo log was securely kept in security room.</i>	
12.10.4d. Does the cargo pickup log have the following item recorded: Driver's name	Yes
<i>Through cargo log review, driver's name was logged.</i>	
12.10.4e. Does the cargo pickup log have the following item recorded: Date and time of arrival	Yes
<i>Through cargo log review, date and time of arrival was logged.</i>	
12.10.4f. Does the cargo pickup log have the following item recorded: Employer	Yes
<i>Through cargo log review, employer was logged.</i>	
12.10.4g. Does the cargo pickup log have the following item recorded: Truck number	Yes
<i>Through cargo log review, truck number was logged.</i>	
12.10.4h. Does the cargo pickup log have the following item recorded: Trailer number	Yes
<i>Through cargo log review, trailer number was logged.</i>	
12.10.4i. Does the cargo pickup log have the following item recorded: Time of departure	Yes
<i>Through cargo log review, time of departure was logged.</i>	
12.10.4j. Does the cargo pickup log have the following item recorded: The seal number affixed to the shipment at the time of departure	Yes

<i>Through cargo log review, seal number affixed to the shipment at the time of departure was logged.</i>	
12.10.5 Does the facility require carrier to make deliveries and pickups by appointment only with driver's name and truck number?	Yes
<i>The facility required carrier to make deliveries and pickups by appointment only with driver's name and truck number.</i>	
12.10.6 Does the facility have documented procedures in place to check mails and parcels upon arrival?	Yes
<i>Through reviewing Packages and Mails Safety Procedure in security manual / QS-QG / version: A/0 / issued date: October 23, 2022, all the arriving packages and mail were checked and recorded before being disseminated.</i>	
12.10.7 If the facility use security guards, does it have written policies and procedures for security guards' work instructions?	Yes
<i>Through reviewing Packages and Mails Safety Procedure in security manual / QS-QG / version: A/0 / issued date: October 23, 2022, the procedure defined security guards' work instructions.</i>	

Personnel Security

100.00 %

12.11.1. Does the facility verify applicant's employment history and conduct reference checks prior to hiring, to the extent possible and allowed under the law?	Yes
<i>The facility verified applicant's employment history and conduct reference checks prior to hiring, to the extent possible and allowed under the law.</i>	
12.11.2. Once employed, are periodic checks and reinvestigations performed based on cause, and/or the sensitivity of the worker's position?	Yes
<i>Checks and reinvestigations were performed for employees enrolled the facility per year.</i>	
12.11.3 Does the facility have a code of conduct for security personnel?	Yes
<i>Code of conduct was posted onsite and provided for each security personnel.</i>	

Education, Training & Awareness

100.00 %

12.12.1a. Has the facility established and maintained a security training and awareness program, including code of conduct training for security personnel, for its personnel in sensitive areas and positions?	Yes
<i>The facility had written security handbook include security training and awareness program /number: QS-QG / version: A/0 / issued date: October 23, 2022 and used it to train its personnel in sensitive areas and positions.</i>	
12.12.1b. Does the facility keep training records which include the date of the training, names of attendees and the topics of the training?	Yes
<i>The facility kept relevant training records and the latest training was conducted on October 27, 2022.</i>	
12.12.2a. Does the facility train its relevant personnel who conduct security inspections of empty conveyances and Instruments of International Traffic (IIT)?	Yes
<i>The facility trained its relevant personnel who conduct security inspections of empty conveyances and Instruments of International Traffic (IIT).</i>	
12.12.2b. Does the facility training contain the following contents: Signs of hidden compartments	Yes
<i>The training contained signs of hidden compartments. The lasted training was on December 13, 2022.</i>	
12.12.2c. Does the facility training contain the following contents: Concealed contraband in naturally occurring compartments	Yes

The training contained concealed contraband in naturally occurring compartments. The lastest training was on December 13, 2022.

12.12.2d. Does the facility training contain the following contents: Signs of pest contamination

Yes

The training contained signs of pest contamination. The lastest training was on December 13, 2022.

12.12.3 Does the facility train its relevant personnel on its cybersecurity policies and procedures?

Yes

The facility trained its relevant personnel on its cybersecurity policies and procedures on October 27, 2022.

12.12.4 Does the facility train its relevant personnel operating and managing security technology systems?

Yes

The facility trained its relevant personnel operating and managing security technology systems on December 29, 2022.

12.12.5 Does the facility train its relevant personnel on how to report security incidents and suspicious activities?

Yes

The facility trained its relevant personnel on how to report security incidents and suspicious activities on October 27, 2022.

NON-COMPLIANCES FOUND

0.00 %

List non-compliances raised against this Principle here and note whether they are Major, Minor, or Observations:

Quality Plan (AUDIT - PRINCIPLE 11: CUSTOMS COMPLIANCE)

Instruction

0.00 %

Facilities will comply with applicable customs laws, and in particular, will establish and maintain programs to comply with customs laws regarding illegal transshipment of finished products.

Facilities will ensure that all merchandise is accurately marked or labeled in compliance with all applicable laws. In addition, facilities will keep records for all materials and orders, as well as maintain detailed production records.

CUSTOMS COMPLIANCE

100.00 %

11.1. Does the facility keep copies of all applicable customs/trade program laws and regulations?

Yes

According to the law and regulation summary, the facility had maintained copy of all applicable customs laws and regulations.

11.2a. Does the facility comply with all applicable customs/trade program laws and maintain practices to comply with customs/trade program laws regarding illegal transshipment of products (in the event possible illegal transshipment activity, appropriate host government agency shall be notified)?

Yes

As reviewed, written procedure on Social Accountability Management Manual/ Principle 11: Customs Compliance Procedure/ number: HQ-WRAP-2019 / version: 2019 / issued date: July 12, 2019, the facility implemented business practices as per customs law and regulation.

11.2b. Does the facility monitor its productions on a per style basis?

Yes

Facility maintains an organized system of production documentation by each order and monitors its productions on a per style basis.

11.2c. Does the facility trace country of origin using records such as production, shipping, verification reports, quality control reports, and individual piecework sheets, for all inputs?	Yes
<i>Auditor randomly selected sets of records for 3 different products orders for review.</i>	
11.2d. Does the facility verify production on an on-going basis at subcontracting facilities, including keeping records of such verification?	Yes
<i>Facility verified production on an on-going basis at subcontracting facilities and kept the subcontracting production records for review.</i>	
11.2e. Does the facility maintain a machine inventory and update it annually?	Yes
<i>The facility updated its machine inventory annually, the lasted version was in July 2022.</i>	
11.2f. Does the facility ensure that the proper category designation is determined for all goods destined for the US market?	Yes
<i>Category and HS code are mentioned on the invoices for the US market.</i>	
11.3 Does the responsible person ensure that origin determining documents are maintained for at least the period of record retention required by law?	Yes
<i>The origin determining documents are maintained at least for 3 years in sales department.</i>	
11.4. Does the facility stay current with possible illegal transshipment activity in the host country through communication with appropriate bodies such as the host government, trade association, etc.?	Yes
<i>No illegal transshipment activity was noted. The facility used authorized transshipment company which were approved by clients.</i>	
11.5a. Does the facility maintain an organized system of production documentation that contains records of the country of origin for all goods produced in the facility?	Yes
<i>During the audit, auditor requested the facility to select three purchasing orders to investigate the compliance of this customs requirement. And all necessary documentations were properly maintained.</i>	
11.5b. Does the facility maintain an organized system of production documentation that contains a production profile (indicating name, address, production process, production type, and machine inventory) of any subcontracting facility?	Yes
<i>A production profile (indicating name, address, production process, production type, and machine inventory) of subcontracting facility was provided for review.</i>	
11.5c. Does the facility maintain an organized system of production documentation that contains production/purchase orders (with information such as conditions of production, payment, and finished product specifications)?	Yes
<i>Purchase orders including conditions of production, payment, and finished product specifications.</i>	
11.5d. Does the facility maintain an organized system of production documentation that contains raw material invoices (indicating country of origin of manufacturing facility)?	Yes
<i>The invoices including manufacturing facility name, address and contact information.</i>	

11.5e. Does the facility maintain an organized system of production documentation that contains payment proof of raw material, local transportation?	Yes
<i>The bank transaction records are maintained according to each order payment.</i>	
11.5f. Does the facility maintain an organized system of production documentation that contains shipping/receiving documents (outgoing and incoming records of components/ inputs sent to or received from another facility)?	Yes
<i>All incoming records from another facility had receiving documents.</i>	
11.5g. Does the facility maintain an organized system of production documentation that contains worker work records – accurate records of worker work hours that can be linked to the production of specific products?	Yes
<i>The facility used electronic attendance as time keeping system and kept all working hours records; the facility also kept production records such as cutting records, broken needle records, inspection records, etc.</i>	
11.5h. Does the facility maintain an organized system of production documentation that contains quality control records (which may include facility name and address, purchase order number, style number, date of the quality check, buyer, name, stamp or signature of an inspector, comments on production)?	Yes
<i>The quality control records such as incoming inspection records, inspection records in line and finished goods inspection records were provided for review during this audit.</i>	
11.5i. Does the facility maintain an organized system of production documentation that contains export documents (including, packing list, manifest, bill of lading/airway bill from truck, ship, plane or train indicating the export date, exporting entity, destination, shipping lines, importing entity, and any charges incurred)?	Yes
<i>The facility kept export documents for each order, such as packing list, invoice, manifest, bill of lading, etc.</i>	
11.5j. Does the facility maintain an organized system of production documentation that contains number of units produced marked with a traceable mark?	Yes
<i>The facility used a log to record number of units produced, which was manifested on contain box.</i>	
11.5k. Does the facility maintain an organized system of production documentation that contains documented confirmation of the correct category and country of origin for goods through verification of correct country of origin such as binding rulings from the US Customs Service, confirmation with purchasing company, knowledgeable/trained staff, etc.?	Yes
<i>Category and HS code are mentioned on the invoices.</i>	
11.6a. Do the facility's production records include verification of subcontractor performance?	Yes
<i>The facility provided a set of production records, which included verification of subcontractor performance monthly.</i>	
11.6b. What records are used: Date and location of the verification	Yes
<i>The facility provided a set of production records, which included verification of subcontractor performance monthly. The records had the Date and location, Products name, Purchasing company, Style number, Phase, Reference indicator for worker performing operation and Name/stamp or signature of verifying staff etc.</i>	
11.6c. What records are used: Product(s) verified	Yes

The facility provided a set of production records, which included verification of subcontractor performance monthly. The records had the Date and location, Products name, Purchasing company, Style number, Phase, Reference indicator for worker performing operation and Name/stamp or signature of verifying staff etc.

11.6d. What records are used: Purchasing company

Yes

The facility provided a set of production records, which included verification of subcontractor performance monthly. The records had the Date and location, Products name, Purchasing company, Style number, Phase, Reference indicator for worker performing operation and Name/stamp or signature of verifying staff etc.

11.6e. What records are used: Style number

Yes

The facility provided a set of production records, which included verification of subcontractor performance monthly. The records had the Date and location, Products name, Purchasing company, Style number, Phase, Reference indicator for worker performing operation and Name/stamp or signature of verifying staff etc.

11.6f. What records are used: Phase of production

Yes

The facility provided a set of production records, which included verification of subcontractor performance monthly. The records had the Date and location, Products name, Purchasing company, Style number, Phase, Reference indicator for worker performing operation and Name/stamp or signature of verifying staff etc.

11.6g. What records are used: Reference indicator for worker(s) performing operation

Yes

The facility provided a set of production records, which included verification of subcontractor performance monthly. The records had the Date and location, Products name, Purchasing company, Style number, Phase, Reference indicator for worker performing operation and Name/stamp or signature of verifying staff etc.

11.6h. What records are used: Name/stamp or signature of verifying staff

Yes

The facility provided a set of production records, which included verification of subcontractor performance monthly. The records had the Date and location, Products name, Purchasing company, Style number, Phase, Reference indicator for worker performing operation and Name/stamp or signature of verifying staff etc.

NON-COMPLIANCES FOUND

0.00 %

List non-compliances raised against this Principle here and note whether they are Major, Minor, or Observations: Nil

Quality Plan (AUDIT - PRINCIPLE 10: ENVIRONMENT)

Instruction

0.00 %

Facilities will comply with environmental rules, regulations and standards applicable to their operations, and will observe environmentally conscious practices in all locations where they operate.

Facilities will ensure compliance with all applicable legally mandated environmental standards, and should demonstrate a commitment to protecting the environment by actively monitoring their environmental practices. In particular, facilities will ensure proper waste management, including monitoring the disposal of any waste material - whether solid, liquid or gaseous - to ensure such disposal is done safely and in a manner consistent with all relevant laws. Facilities are encouraged to minimize their impact on the environment by applying the principles of reduce, reuse and recycle throughout their operations.

ENVIRONMENT

100.00 %

10.1 Does the facility have an environmental management system relevant to its industry?

Yes

The facility had a written procedure named Environment Protection; moreover, the facility had a written manual named Social Accountability Management Manual/ Principle 10: Environment Protection/ number: HQ-WRAP-2019 / version: 2019 / issued date: July 12, 2019, which had included the proper items according to ISO14000.

10.2a. Does the facility's environmental management system address where and how solid, chemical, sanitary, and waste-water substances are disposed of?

Yes

As per the Waste Classify and Treatment Procedure, the relevant waste was classified and treated as per local law requirement. As per the collection contract, general waste was collected and handling by the local waste collection station, medical waste was collected by local hospital; The hazardous waste including blank oil container and blank solvent container were collected back by the supplier which with relevant qualification.

10.2b. Does the facility recycle as required by the law?

Yes

Through documents review, workers interview and management interview, recyclable waste was sold to waste recycling company.

10.3 Does the facility have a program and materials to train relevant individuals on each practice of the environmental management system, including the prevention and control of harmful release of industrial waste into the environment?

Yes

The factory had a detail training plan to train relevant staff on environment management system. The relevant training records of September 20, 2022 and training materials were provided for review during this audit.

10.4a. Does the facility maintain records of emission events?

Yes

The facility kept records of emission events and provided to review.

10.4b. Do emissions meet the permissible standards as defined by the law?

Yes

Through documents review, the emissions meet the permissible standards as defined by the law.

10.5 Does a review of the following records reveal any irregularities: local government environmental inspection reports, certificates/permits, notices of deficiencies, corrective action notices or plans held by the facility, any correspondence from government officials

No

No irregularities recorded by local government officials.

10.6 What is the facility's long-term sustainability management plan, including monitoring its water and electricity consumption and utilize renewable energy?

Through documents review, management interview and workers interview, the facility set up histogram each month to monitor its water and electricity consumption and utilize renewable energy. Then the facility compared it with past years. The facility also encouraged employees to use both side of print papers, used paper bags instead of plastic bags, etc.

NON-COMPLIANCES FOUND

0.00 %

List non-compliances raised against this Principle here and note whether they are Major, Minor, or Observations: Nil

Facilities will recognize and respect the right of employees to exercise their lawful rights of free association and collective bargaining.

Facilities will respect the freedom of each employee to choose for him- or her-self whether or not to join a workers' association. Facilities cannot discriminate against workers based on whether or not they choose to associate. Both the facility and the workers shall ensure they conduct themselves in accordance with all relevant laws in this regard. Facilities will ensure an effective mechanism is in place to address any workplace grievances.

FREEDOM OF ASSOCIATION & COLLECTIVE BARGAINING

100.00 %

9.1 Does the facility have procedures that recognize and respect the right of workers to exercise their lawful rights of free association and collective bargaining?

Yes

The facility respected employees' right on freedom of association & collective bargaining as per law requirement, which described in Social Accountability Management Manual/ Principle 9: Freedom of Association & Collective Bargaining / number: HQ-WRAP-2019 / version: 2019 / issued date: July 12, 2019.

9.2a. Does the facility have a union? (Note: Facility is required to indicate whether an informal or formal association of workers exists. If a lawful association of workers exists, include a representative of such association in the interview process.) (Some form of effective mechanism must exist to address workplace grievances.) List the name of the lead workers' representative (in the union, association, workers' committee, or collective representation of workers.)

No

No union in the facility.

9.2b. Does the facility have an association? (Note: Facility is required to indicate whether an informal or formal association of workers exists. If a lawful association of workers exists, include a representative of such association in the interview process.) (Some form of effective mechanism must exist to address workplace grievances.) List the name of the lead workers' representative (in the union, association, workers' committee, or collective representation of workers.)

No

No association in the facility.

9.2c. Does the facility have a workers' committee? (Note: Facility is required to indicate whether an informal or formal association of workers exists. If a lawful association of workers exists, include a representative of such association in the interview process.) (Some form of effective mechanism must exist to address workplace grievances.) List the name of the lead workers' representative (in the union, association, workers' committee, or collective representation of workers.)

No

No workers committee in the facility.

9.2d. Does the facility have a form of collective representation? (Note: Facility is required to indicate whether an informal or formal association of workers exists. If a lawful association of workers exists, include a representative of such association in the interview process.) (Some form of effective mechanism must exist to address workplace grievances.) List the name of the lead workers' representative (in the union, association, workers' committee, or collective representation of workers.)

Yes

There were 2 workers representative (Ms. Lv XX and Ms. Ling X) voted by workers on September 26, 2022. And they conducted meeting quarterly. The latest meeting was done on December 23, 2022 and the relevant meeting minutes were provided for review during this audit.

9.2e. Does this workers' group operate free from coercion or illegal restrictions to its operations?	Yes
<i>Independent unions were legally prohibited in Chinese factory. The facility had 2 workers representatives (Ms. Lv XX and Ms. Ling X) voted by workers on September 26, 2022 focus on their workers issues, the facility conducted communication with worker representatives quarterly and all actions of worker representatives were free but needed to compliance with legal requirement.</i>	
9.2f. Does the facility consult with the worker representatives on any issues that are a requirement by law such as facility disclosures, mass lay-offs, restructuring of the business etc.?	Yes
<i>Independent unions were legally prohibited in Chinese factory. The facility had 2 workers representatives ((Ms. Lv XX and Ms. Ling X) voted by workers on September 26, 2022 focus on their workers issues, the facility conducted communication with worker representatives quarterly and all actions of worker representatives were free but needed to compliance with legal requirement.</i>	
9.2g. Is there any bargaining agreement or labor-management negotiation on workplace issues? Specify what agreement exists.	No
<i>Through management interview and workers' interview, there was no any bargaining agreement and labor-management negotiation on workplace issues.</i>	
9.2h. If yes to 9.2g, how is the CBA/bargaining agreement implemented?	N/A, through management interview and workers' interview, there was no any bargaining agreement and labor-management negotiation on workplace issues.
9.2i. If there is an CBA/bargaining agreement, do the terms meet the legal minimum requirements?	N/A
<i>Through management interview and workers' interview, there was no any bargaining agreement and labor-management negotiation on workplace issues.</i>	
9.3a Does the facility have a documented grievance mechanism? Describe the mechanism in full, such as Workers' committee/representative/union members, round-table discussion, open door, suggestion box, helpline/hotline, and/or electronic online form, including how grievances are collected by facility designated personnel.	Yes
<i>If workers had grievances, they could bring them about to the facility management by suggestion box, phone and email or directly talk with the facility management. Also, the relevant grievance records were provided to review. As per documents review and employee interview, no such case happened.</i>	
9.3b. Does the facility's responsible person(s) regularly review whether there were submissions of any grievances?	Yes
<i>Ms. Chen Tingting / Admin. Manager reviewed all grievances per week.</i>	
9.3c. What is the frequency of such review? (Note that the frequency should not be less than once a week.)	Once per week
9.3d. How does the facility address the grievances in a timely manner?	As per management interview, they addressed all the grievances and gave a reasonable resolution within 1 week.
9.3e. Does the facility maintain the records of such review?	Yes
<i>Administrative department kept the records of such review.</i>	

9.3f. How many grievances were received in the past 6 months?	As per document interview, no such case was received in the past 6 months.
9.3g. Does the facility have the resolution policy in place regarding the reported grievances by workers?	Yes
<i>The facility had a grievance procedure/number: HQ-WRAP-2019 / version: 2019 / issued date: July 12, 2019. The policy was posted onsite in local language.</i>	
9.3h. What is the resolution process undertaken by the facility and human resources management in response to the grievances?	As document review and management interview, the facility management treated the grievances calmly, and found a key to workers from their attitudes and conversations with caring feeling. Management should find out the facts in dispute without favoritism. If the case was involved both parties, management should investigate and understand the facts of both parties. Management should try to solve the problem after knowing the truth of the complaint and eliminate the misunderstanding of the employees. If workers were not satisfied with the result, they could directly report to General Manager through his suggestion box and ask for local community assistance.
9.3i. Describe any appeal process available to workers.	If workers were not satisfied with the result, they could directly report to General Manager through his suggestion box and ask for local community assistance.
9.3j. Is the grievance mechanism known to ALL workers? (Please provide grievance reference numbers to any evidence of the grievance mechanism being used)	Yes
<i>As per employee interview, they all knew that they could bring grievances about to the facility management by suggestion box, phone and email or directly talk with the facility management. No such case was received in the past 6 months.</i>	
9.3k. Are there any penalties to workers associated with using the grievance mechanism?	No
<i>As per documents review, no penalty was associated with using the grievance mechanism.</i>	
9.3l. Describe any confidential reporting channel available to workers.	Workers could directly report to General Manager through his suggestion box and ask for local community assistance.
9.3m. Does the facility provide effective grievance mechanism trainings to its managers and supervisors?	Yes
<i>As per documents review, the facility provided effective grievance mechanism trainings to its managers and supervisors on September 29, 2022.</i>	

9.4a. If there is a union, are workers aware of the existence of the union? (Name(s) of union(s))	N/A
<i>No union in the facility.</i>	
9.4b. Are organization meetings held in the factory premises?	N/A
<i>No union in the facility.</i>	
9.5a. Are there formal communication procedures between union/worker representatives/committee members and management? (NOTE: If a facility does not have a union, an answer is still needed.)	Yes
<i>Meeting opened quarterly between the worker representatives and management. The latest meeting was conducted on December 23, 2022.</i>	
9.5b. What are the procedures for union/workers' representatives/committee members meeting with management to discuss work-place issues?	The latest meeting record of December 23, 2022 as provided for review. Regularly discussion was conducted with open manner and with the term of local law.
9.5c. Are union/workers' representatives/committee members consulted in establishing safe working conditions?	Yes
<i>It was verified through document review, management interview and employees' interview.</i>	
9.5d. Does management respond to union/ workers' representatives/committee members within a defined time?	Yes
<i>As per meeting records, the management responded to workers each time.</i>	
9.6. Does the facility enter into discussions with the workers' representatives in an open manner and within the terms of local/national law? (NOTE: If a facility does not have a union, an answer is still needed.)	Yes
<i>The latest meeting record of December 23, 2022 was provided for review. Regularly discussion was conducted with open manner and with the term of local law.</i>	
9.7. Are the minutes of facility/worker representative meetings documented and available to the workers? (NOTE: If a facility does not have a union, an answer is still needed.)	Yes
<i>Relevant meeting records were provided for review.</i>	
9.8. Are workers' representatives elected on a free and confidential basis by the workers without interference from management? If no, what is the election process?	Yes
<i>Workers' representatives elected on a free and confidential basis by the workers without interference from management.</i>	
9.9a. Does the facility discriminate, harass, or abuse against workers who form or participate in lawful associations?	No
<i>The facility did not discriminate, harass or abuse against employees who form or participate in lawful associations.</i>	
9.9b. Does the facility discriminate, harass, or abuse against workers who choose not to join any union?	No
<i>The facility did not discriminate, harass or abuse against employees who form or participate in lawful associations.</i>	
9.10a. Does the facility communicate its policies and practices pertaining to this Principle to facility workers that may perform recruitment or screening of applicants?	Yes
<i>The facility communicated its policies and practices pertaining to this Principle to all facility employees through training.</i>	

9.10b. Does the facility communicate its policies and practices pertaining to this Principle to Third Parties (e.g., free zone office services, labor brokers/agencies) that may perform recruitment or screening of applicants?

N/A

There were no such third parties in this facility.

NON-COMPLIANCES FOUND

0.00 %

List non-compliances raised against this Principle here and note whether they are Major, Minor, or Observations: Nil

Quality Plan (AUDIT - PRINCIPLE 8: HEALTH AND SAFETY)

Introduction

0.00 %

Principle 8: Health and Safety

Facilities will provide a safe and healthy work environment. Where residential housing is provided for workers, either directly by facilities or through labor brokers, facilities will ensure it is safe and healthy housing.

Facilities will provide a safe, clean, healthy and productive workplace for their employees. Facilities shall prioritize worker health and safety above all else, and proactively address any safety issues that could arise. This will include a wide variety of requirements, such as, ensuring, among other things, the availability of clean drinking water (at no charge to workers), adequate medical resources, emergency exits and safety equipment, well-lit and comfortable workstations, and clean restrooms. Further, facilities shall adequately train all their workers on how to perform their jobs safely.

Health and Safety Overview

98.33 %

8.1 Does the facility comply with all relevant health and safety laws and regulations, including any directives related to public health issued by relevant local authorities?

No (Minor)

The facility did not comply with relevant health and safety laws and regulations, please refer to Q8.52.

8.2 Has facility management deployed an adequate plan to address public health issues in the facility

Yes

The facility management deployed an adequate plan to address public health issues in the facility.

8.3 Does the facility undertake internal monitoring of its health and safety systems, including fire safety, to ensure it is following written procedures/processes and meeting the requirements of all relevant laws? Please describe the nature of the internal monitoring procedures, including frequency and coverage

Yes

The facility conducted internal audit to monitor of its health and safety systems, including fire safety, to ensure it is following the written procedures and processes and meeting the requirements of all relevant laws on November 10, 2022.

8.4a. Have risk assessments been carried out throughout the facility, including fire risk assessments?

Yes

Through document review and management interview, the facility had fire risk assessments including fire risk assessments on May 25, 2022. The relevant documents were provided for review.

8.4b. How often does the facility perform risk assessments?

Plan once per year

8.4c. Were the findings communicated with management and health & safety committee?	Yes
<i>Health & safety committee member participated in the risk assessment and the final result would be reviewed by the top management.</i>	
8.4d. Were actions taken to correct the findings? (Note: If a facility had findings from risk assessments but has since corrected them, no NC should be raised.) Please describe the actions taken and resulting improvement/correction.	Yes
<i>The facility analyzed the reason, took the corrective actions immediately and also updated training and procedure.</i>	
8.5 Does the responsible person(s) work with health & safety committee to address findings from the facility's internal monitoring and risk assessments?	Yes
<i>The responsible person worked with health & safety committee to address findings from the facility's risk assessments.</i>	
8.6a. Is a regular occupational health check arranged for workers involved in hazardous job duties, if any?	Yes
<i>The facility provided health examination reports for all workers contacting with noise on November 22, 2022.</i>	
8.6b. Is the regular occupational health check free for the applicable workers?	Yes
<i>As per document review and employee interview, the regular occupational health check was free for the applicable workers. All fees were paid by the facility.</i>	
8.7 Has the facility properly tracked health, safety, and fire incidents in the past 12 months?	Yes
<i>Through the Accident Handling Procedure and accident investigation report, which indicated that incident/ accident reason, correction, complete date and tracking complete date were included in the accident report form. Through reviewing incidents/injury records, factory properly tracks health and safety incidents, and there was no injury in past year.</i>	
8.8 Does the facility have an effective program and materials to train relevant individuals, including all individuals responsible for the supervision of workers, on all of the relevant occupational health and safety issues?	Yes
<i>The facility had a training program to train relevant individuals, including all individuals responsible for the supervision of workers, on all of the relevant health issues. The relevant training record dated on March 13, 2023 was provided for review during this audit.</i>	
8.9 Does the facility have a written safety program, including written emergency procedures to handle natural disasters, fire safety, and emergencies and industrial accidents?	Yes
<i>The facility had a written emergency procedure named Emergency Action Manual to handle fire emergency, natural disasters and industrial accidents. The evacuation plan was posted on each floor of production building.</i>	
8.10a. Are health and safety reports maintained by the facility?	Yes
<i>1. Operating permits and licenses. 2. Building safety and electrical safety. 3. Work accident records. 4. Internal monitoring system. 4. Machines safety records.</i>	
8.10b. Are heavy machinery inspection (boilers, compressors, etc.) documents maintained by the facility?	Yes
<i>There were one elevator and three cargo lifts used in the factory. The facility provided effective inspection reports for the cargo lifts (issued on July 19, 2022) and elevator (issued on January 9, 2023) to review.</i>	

8.10c. Are maintenance reports maintained by the facility?	Yes
<i>The maintenance reports were maintained by the facility monthly.</i>	
8.10d. Are fire extinguisher records, noting the date of inspection and expiration, maintained by the facility?	Yes
<i>The maintenance reports were maintained by the facility monthly.</i>	
8.10e. Are emergency evacuation drill records (at least semi-annual, roughly six months apart) for all shifts, including night shift, and childcare, noting the date and detailed results, maintained by the facility? List at least three (3) emergency evacuation drill dates, two (2) in the past and one (1) planned for every shift, if applicable. List the time it took for all personnel to evacuate.	Yes
<i>The documents of relevant latest two fire drills were conducted on May 11, 2022 (It took 1 minutes and 31 seconds to evacuate all personnel) and November 16, 2022(It took 1 minutes and 36 seconds to evacuate all personnel) The facility also planned to conduct the next fire drill in May 2023.</i>	
8.10f. Are work injury reports maintained by the facility?	Yes
<i>Accident reports were provided for review. No accident was noted in the last 12 months.</i>	
8.10g. Are clinic logs, noting date and reason for visit, maintained by the facility?	N/A
<i>There was no clinic available in the factory.</i>	
8.11 Have any government agencies inspected the facility for compliance with safety and health regulations during the past two years? If yes, please list the findings.	Yes
<i>As per the facility management, local fire department inspected their facility aperiodicity, and there was no notice of noncompliance since factory was been in existing location.</i>	
8.12a. Does the facility address the following occupational health and safety needs required by the relevant laws and regulations for heat stress/extreme temperatures?	Yes
<i>Through on-site observation, the facility posted warning signs to reminder the relevant workers.</i>	
8.12b. Does the facility address the following occupational health and safety needs required by the relevant laws and regulations for paint spray/spot cleaning booths?	N/A
<i>There was no such process in the facility.</i>	
8.12c. Does the facility address the following occupational health and safety needs required by the relevant laws and regulations for welding safety?	N/A
<i>There was no such process in the facility.</i>	
8.12d. Does the facility address the following occupational health and safety needs required by the relevant laws and regulations for respiratory safety?	N/A
<i>There was no such process in the facility.</i>	
8.12e. Does the facility address the following occupational health and safety needs required by the relevant laws and regulations for a bloodborne pathogen program?	Yes
<i>The facility had established a written procedure named Blood Borne Pathogen Procedure provided it for review.</i>	

8.12f. Does the facility address the following occupational health and safety needs required by the relevant laws and regulations for hearing/noise control?	Yes
<i>During on-site observation, the noise level is acceptable.</i>	
8.12g. Does the facility address the following occupational health and safety needs required by the relevant laws and regulations for indoor air quality?	Yes
<i>The good ventilation made sure there was good indoor air quality.</i>	
8.12h. Does the facility address the following occupational health and safety needs required by the relevant laws and regulations for cotton dust ventilation?	Yes
<i>The exhaust fan was installed on each workshop. And the ventilation was acceptable.</i>	
8.12i. Does the facility address the following occupational health and safety needs required by the relevant laws and regulations for workplace illumination?	Yes
<i>Through on-site observation, enough lighting were installed at workplace to ensure illumination could meet requirement.</i>	
8.12j. Does the facility address the following occupational health and safety needs required by the relevant laws and regulations for sanitary waste disposal?	Yes
<i>Through on-site observation, the facility posted warning signs to reminder the relevant workers.</i>	
General Building Requirements	
100.00 %	
8.13 Does a visual inspection of the facility's building(s) suggest any potential concerns about physical integrity?	No
<i>During on-site checking, it was noted that the overall general appearance of the entire facility premises was good.</i>	
8.14 Are there any cracks on any of the building structures observed during the audit? If so, please include photos in Photo SECTION.	No
<i>During on-site checking, no crack was observed on the building structures.</i>	
8.15 What is the overall general appearance of this facility? Please explain your assessment designation.	Good
<i>The overall general appearance of this facility was good during this audit time.</i>	
8.16 Is the overall general appearance of the maintenance shop acceptable and not in a condition that could cause serious injury or harm?	Yes
<i>As per on-site observation, the overall general appearance of the maintenance shop was acceptable and not in a condition that could cause serious injury or harm.</i>	
8.17 Is trash properly disposed of both inside and outside the facility?	Yes
<i>As per on-site observation, the trash was properly disposed of both inside and outside daily.</i>	
8.18a. Are the toilets and washrooms in the facility in sanitary and serviceable condition?	Yes
<i>During on-site checking, the toilets and washrooms in the facility were kept in sanitary and serviceable condition.</i>	
8.18b. Are the toilets and washrooms in the facility meeting minimum quantity required by law?	Yes
<i>During on-site checking, the toilets and washrooms in the facility were meeting minimum quantity required by law.</i>	

8.18c. Are the toilets and washrooms in the facility stocked adequately with soap and toilet paper?	Yes
<i>During on-site checking, the toilets and washrooms in the facility were stocked with soap and toilet paper.</i>	
8.19 Are emergency exits unlocked during times when the facility is occupied to allow free, unobstructed exit from the facility?	Yes
<i>As per on-site observation, the exits were kept unlocked or unobstructed during working time.</i>	
8.20 During the facility visit, were any aisles blocked or restricting easy access to emergency exits?	No
<i>Through onsite observation, the aisles and exit were not blocked or restricting easy access to emergency exits.</i>	
8.21a. Has the facility appropriately identified areas that, for fire safety purposes, should be designated as "non-smoking"?	Yes
<i>The facility designated all production areas as "non-smoking" area and posted the visible notice in the facility.</i>	
8.21b. Is the facility properly enforcing the "non-smoking" policy for areas so designated?	Yes
<i>The facility designated all production areas as "non-smoking" area and posted the visible notice in the facility. And the facility security guards and workshop leaders were responsible for monitoring.</i>	
8.22a. Does the facility maintain first aid supplies as required by law or if no legal requirement exists, as recommended by a local medical provider or relevant authority?	Yes
<i>Through on-site observation, it was noted that the facility placed one first aid kits in each department with sufficient medicine.</i>	
8.22b. Are these first aid supplies available and accessible to all areas of the facility?	Yes
<i>As per on-site observation, the first aid kit was kept opening at any times. And the first aid supplies were available and accessible to all employees in the facility.</i>	
8.23 Is there clean and free drinking water that is easily accessible to all workers at the facility? List potability test report numbers, if applicable. If not, describe how the facility determines the drinking water is suitable for consumption.	Yes
<i>Through on-site observation, the facility provided potable water in each building. And the employees could access to water freely. The facility provided test report (number: 202213437) dated on May 20, 2022 of drinking water for review.</i>	
8.24a. Is the facility's crèche/childcare area operated and maintained in a safe and healthy manner?	N/A
<i>There was no crèche/child-care area in the facility.</i>	
8.24b. Does the location of the crèche/childcare meet the local law requirements?	N/A
<i>There was no crèche/child-care area in the facility.</i>	
8.25a. Is the facility's canteen/cafeteria operated and maintained in a safe and healthy manner?	Yes
<i>It was verified through on-site observation and document review. The facility's canteen was operated and maintained in a safe and healthy manner.</i>	
8.25b. Does the canteen/cafeteria have the required licenses to operate?	Yes
<i>It was verified through on-site observation and document review. The canteen's license is valid from May 7, 2021 to May 6, 2026.</i>	
8.25c. Does the staff have the required health certificates?	Yes

It was verified through on-site observation and document review. All staff's health certificate is in valid period.

Personal Protection Equipment (PPE)

100.00 %

8.26 Is appropriate PPE provided to affected workers in a timely manner and at no cost?

Yes

Through document review and management interview, the facility had conducted hazard assessments on May 22, 2022. The relevant documents were provided for review.

8.27 Is the PPE appropriate and adequate for the workers' job and in good condition?

Yes

During on-site checking, the personal protective equipment was provided to workers. And interviewees said that personal protective equipment was provided in free of charge.

8.28 Are all workers required to use PPE found using it?

Yes

It was verified through on-site observation. Knitting workers wore earplugs properly during work.

Electrical Safety

92.86 %

8.29 Is there a qualified electrician in the facility responsible for maintaining electrical safety? If not, what is the facility doing to ensure electrical safety?

Yes

Through document review, management interview and employee interview, the facility had a qualified electrician in the facility responsible for maintaining electrical safety.

8.30a. Does a visual inspection of the wiring indicate good general condition of cabling?

Yes

Through on-site observation, wiring was in good conditions with no broken junctions or wires sticking out at the ends of the conduit.

8.30b. Does a visual inspection of the wiring indicate no exposed or loose wires?

Yes

Through on-site observation, the wiring was not exposed or loose.

8.30c. Does a visual inspection of the wiring indicate proper insulation/grounding/earthing?

Yes

Through on-site observation, all wires are kept in proper insulation/grounding/earthing.

8.31a. Does a visual inspection of the electrical boxes and cabinets verify complete enclosures with covers provided?

No

It was noted that one electronic box in the washing workshop did not install with outer cover.

8.31b. Does a visual inspection of the electrical boxes and cabinets verify switches and outlets maintained in good working order?

Yes

Through on-site observation, electrical boxes and cabinets in the facility were maintained in good working order.

8.31c. Does a visual inspection of the electrical boxes and cabinets verify all knockouts/trips in place?

Yes

Through on-site observation, electrical cords lying on the floor neatly did not cause employees to trip over them and a risk of strangulation.

8.31d. Does a visual inspection of the electrical boxes and cabinets verify adequate labeling with safety warning?

No

It was noted that one electronic box in washing workshop was not post with warning sign.

8.32a. Does the facility maintain a safety committee comprised of workers and management, which holds regular meetings and keeps minutes of proceedings?	Yes
<i>The facility established a Health & Safety Committee, composed of both facility management and worker representatives. There were total 7 members in the committee. The committee held meetings every four months and the meeting minutes were maintained and reviewed during this audit.</i>	
8.32b. Does the committee discuss the findings from internal monitoring/risk assessments and find solutions? When was the last time the discussion occurred?	Yes
<i>December 16, 2022</i>	
8.32c. Does the committee discuss the health, safety, and fire incidents, if any, that happened in the facility and make the necessary preventative changes as needed?	Yes
<i>Through document review, the committee discussed the related issues of health and safety and took corrective and preventive actions to correct them.</i>	
8.33a. Does the facility conduct health & safety and fire safety orientation training for all new workers?	Yes
<i>The facility conducted an orientation health and safety and fire training for new employees.</i>	
8.33b. Do ALL workers have the right to remove themselves from serious imminent danger without seeking permission?	Yes
<i>As per worker interview, all workers had the right to remove themselves from serious imminent danger without seeking permission.</i>	
8.34a. Does the fire safety training cover informing workers of the locations of fire alarm pull/button stations?	Yes
<i>The facility had conducted an orientation health and safety and fire training for all new employees, and the fire training had included the locations of fire alarm pull and button stations, the locations of fire extinguishers in and near their work area, location of nearest exits and assembly points, and specific training concerning the dangers of smoke inhalation.</i>	
8.34b. Does the fire safety training cover informing workers of the locations of fire extinguishers in and near their work area?	Yes
<i>The facility had conducted an orientation health and safety and fire training for all new employees, and the fire training had included the locations of fire alarm pull and button stations, the locations of fire extinguishers in and near their work area, location of nearest exits and assembly points, and specific training concerning the dangers of smoke inhalation.</i>	
8.34c. Does the fire safety training cover specific training for workers concerning the dangers of smoke inhalation?	Yes
<i>The facility had conducted an orientation health and safety and fire training for all new employees, and the fire training had included the locations of fire alarm pull and button stations, the locations of fire extinguishers in and near their work area, location of nearest exits and assembly points, and specific training concerning the dangers of smoke inhalation.</i>	
8.34d. Does the fire safety training cover informing workers of the locations of nearest exits and assembly points?	Yes
<i>The facility had conducted an orientation health and safety and fire training for all new employees, and the fire training had included the locations of fire alarm pull and button stations, the locations of fire extinguishers in and near their work area, location of nearest exits and assembly points, and specific training concerning the dangers of smoke inhalation.</i>	
8.35 Is worker training conducted for first aid and safety?	Yes

The facility provided first aid training to employees, the training records of October 28, 2022 were provided for review.

8.36 Are the first aid responders /emergency safety personnel properly trained and identified?

No

2 employee of the facility was trained in first aid and safety with proper certificate. It was noted that the information of first aid responders / emergency safety personnel had not posted in the facility.

8.37 Have selected workers been trained on the proper use of firefighting equipment?

Yes

The training on the proper use of firefighting equipment was included in fire drill. For each fire drill, the facility trained workers on how to use the firefighting equipment.

8.38 Have all workers who have any contact with chemicals and hazardous materials been trained on how to safely handle and dispose of specific chemicals and hazardous materials and how to eliminate fire risk?

Yes

The training on chemical safety was provided to the relevant workers, the latest training was done on August 24, 2022.

Fire Safety

100.00 %

8.39a. Does the facility have an emergency evacuation plan, in the language(s) understood by workers, posted in view of the facility's workers?

Yes

Through on-site observation, emergency evacuation plan was posted on each floor on production building.

8.39b. Does the plan correspond accurately with the facility's actual floor plan?

Yes

Evacuation plans corresponded accurately with the facility's actual floor plan which in Chinese (language).

8.40a. Does a facility tour verify that emergency exits are in adequate number which meets the law requirements?

Yes

Though onsite observation, there were at least 2 emergency exits per production area.

8.40b. Does a facility tour verify that emergency exits are in adequate locations?

Yes

Though onsite observation, all the exits' locations met the requirement.

8.40c. Does a facility tour verify that emergency exits are unimpeded, including the path leading to emergency exits?

Yes

Though onsite observation, all exits were unblocked and free of obstruction.

8.40d. Evacuation routes/paths are clearly marked?

Yes

Though onsite observation, evacuation routes/paths are clearly marked.

8.40e. Does a facility tour verify that emergency exits are opening outwards or always secured open during working hours? (If inward opening/sliding/rolling emergency doors are found to be secured open during working hours, raise it as an observation in CAP.)

Yes

All exits were opening outwards.

8.40f. Does a facility tour verify that emergency exits are leading to a safe assembly point?

Yes

All emergency exits led to a safe assembly point.

8.41 Can assembly point(s) accommodate ALL workers?

Yes

There was one assembly point located outside of production building. The assembly points could accommodate all employees.

8.42a. Does a facility tour verify that safety equipment is visible?	Yes
--	-----

All fire extinguishers and fire hydrants' locations were clearly marked.

8.42b. Does a facility tour verify that safety equipment is appropriate in functionality and number?	Yes
--	-----

All fire extinguishers and fire hydrants were appropriate in functionality and number.

8.42c. Does a facility tour verify that safety equipment is properly distributed throughout the facility?	Yes
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All fire extinguishers were properly distributed in production site.

8.42d. Does a facility tour verify that safety equipment is easily accessible?	Yes
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All the fire extinguishers & hydrants were easily accessible.

8.42e. Does a facility tour verify that safety equipment is properly mounted?	Yes
---	-----

All the fire extinguishers & hydrants were properly mounted.

8.42f. Does a facility tour verify that safety equipment is unblocked and free of obstruction?	Yes
--	-----

The facility indicated with a "yellow box" in front of fire-fighting equipment are free of obstruction.

8.42g. Does a facility tour verify that fire extinguishers are appropriate for the class(es) of fires possible in the area?	Yes
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The proper type (ABC) of fire extinguishers were installed in the facility, which can put out fires broken out in the facility.

8.43 Are the fire-fighting water hoses and connections in usable condition?	Yes
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Through on-site observation, the fire-fighting water hoses and connections were in usable condition.

8.44 Does the facility have appropriate measures to ensure adequate water pressure for fire-fighting water hoses and sprinkler systems?	Yes
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During on-site observation, auditor had checked the water pressure for fire-fighting water hoses. It was in usable and adequate condition.

Sprinkler Valves	100.00 %
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8.45 Do sprinkler valves appear in good working order? If local/national laws do not require facilities to have sprinklers, state so.	Yes
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Through onsite observation, sprinkler valves appeared in good working order.

8.46 Are all sprinkler heads kept unobstructed from storage or other materials?	Yes
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Through onsite observation, all sprinkler heads were kept unobstructed from storage or other materials.

Fire Alarm Boxes	100.00 %
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8.47a. Are fire alarms unobstructed and identified?	Yes
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Through on-site observation, the fire alarms were clear, unobstructed, and identified.

8.47b. Does the facility have a test schedule for all fire alarm boxes? State how the facility maintains this schedule.	Yes
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The facility tested all fire alarms each month. The testing records were provided for review.

8.47c. Do fire alarms have flashing lights?

Yes

The fire alarms have flashing lights.

8.47d. Are fire notification mechanisms audible?

Yes

It was verified through management interview, employees' interview and on-site observation. Fire notification mechanisms were audible through the production area.

Emergency Evacuation

100.00 %

8.48 Are lighting and alarm systems adequate and fitted with back-up systems?

Yes

Through on-site observation, lighting and alarm systems were fitted with back-up systems. Daily maintenance was conducted for these systems to ensure they could work normally.

Emergency Lighting

100.00 %

8.49a. Is appropriate lighting in place in the facility?

Yes

Through on-site observation, there were sufficient lighting in the facility.

8.49b. Is the emergency power system working and in good condition?

Yes

Through on-site observation, the emergency power system was working and in good condition.

8.49c. Does the facility regularly conduct a test to ensure the emergency power system is functioning correctly?

Yes

Through document review, the facility regularly conducted a test to ensure the system is functioning properly.

Stairwells

100.00 %

8.50a. Are all stairwell handrails in good condition?

Yes

Through onsite observation, all stairwell handrails were in good condition.

8.50b. Are all stair treads in good condition and does its width meet local law?

Yes

Through onsite observation, all stair treads were in good condition and the width met local law.

8.50c. Are all stair widths in compliance with the requirements of all relevant laws?

Yes

Through onsite observation, all stair widths were in compliance with the requirements of all relevant laws.

8.50d. Are the stairways provided with appropriate artificial and emergency lighting?

Yes

Through onsite observation, the stairways provided with appropriate artificial and emergency lighting.

8.50e. Are stairwells completely clear of obstructions?

Yes

Through onsite observation, stairwells were completely clear of obstructions. Administrative department would check it daily.

8.50f. Does the facility ensure stairwells are not used for storage?

Yes

Through onsite observation, the facility ensure stairwells were not used for storage. Administrative department would check it daily.

Chemical Safety

93.75 %

8.51 Does the facility have a chemical safety program?

Yes

The facility had a chemical safety program. The measure had defined chemical using and storing, emergency response for chemical hazard and leak accident.

8.52 Where applicable, does the facility properly store hazardous/toxic materials?

No

It was noted that hazardous chemicals such as machine oil (total volume was 30 L) were stored in knitting workshop, but there was no secondary containment.

8.53 Does the facility have the required government storage and usage permits for chemicals, if required?

N/A

The chemical used in the facility did not require government storage and usage permits.

8.54 Does the facility maintain documentation for chemical labeling (including fire safety), chemical usage warnings, and proper handling instructions?

Yes

Through onsite observation, the facility maintained documentation for chemical labeling (including fire safety), chemical usage warnings, and proper handling instructions.

8.55a. Are MSDSs available (in appropriate language(s)) for all chemicals used by the facility?

Yes

Through onsite observation, MSDS was post in knitting workshop.

8.55b. Does the facility have functional eye washing machines if applicable?

Yes

Through on-site observation, the facility had a functional eye washing station.

8.56 Does the facility ensure that all solvent wastes and flammable liquids are properly stored (including being kept in closed containers when not in use) at all times and kept away from potential ignition sources?

Yes

Through on-site observation, all solvent wastes and flammable liquids are properly stored (including being kept in closed containers when not in use) at all times and kept away from potential ignition sources.

8.57 Are the chemical storage areas free of ignition sources, including lamps and lights?

Yes

Through on-site observation, the chemical storage areas were free of ignition sources and all lamps and lights were away from combustible chemicals.

Boiler/Compressor/Generator Rooms

100.00 %

8.58a. Is the location of the boiler/compressor/ generator room consistent with all relevant requirements? (If no local or national laws apply, please describe the location of the boiler and compressor room.)

Yes

The generator room was located at the separated room respectively where was separated from production building.

8.58b. Are boilers/compressors/ generators separated from production floor/office space as required by the relevant laws?

Yes

The generator room was located at the separated room respectively where was separated from production building.

8.59 Are there housekeeping and maintenance procedures in place for the boiler and compressor rooms? Please describe the nature and execution of these procedures

N/A

No boiler or air compressor was used by the facility.

8.60 Are there any fuel leaks?

N/A

No boiler or air compressor was used by the facility.

8.61 Is the boiler operator certificate valid and authentic?

N/A

No boiler or air compressor was used by the facility.

Machine Safety

100.00 %

8.62 Do machines have required safety measures?

Yes

It was verified through on-site observation.

8.63 Do machines have relevant safety warnings in the language(s) understood by workers/machine operators?

Yes

Through on-site observation, machines had relevant safety warnings in Chinese language.

8.64a. Do machine operators have the required licenses?

Yes

The facility provided refreshing training to workers who operated machines. Cargo lift operator had required license in hand.

8.64b. Do machine operators have the trainings as required by law?

Yes

The facility provided refreshing training to workers who operated weaving machines.

Shared Building

100.00 %

8.65 Does the facility conduct joint risk assessments with other operations in the building?

N/A

The facility did not share building with other operations.

Dormitories/Apartments

100.00 %

8.66a. Are there dorms/apartments provided for workers?

No

No dormitory was provided for workers.

8.66b. Are there dorms/apartments provided for management?

No

No dormitory was provided for management.

8.66c. If Yes to 8.66a and/or 8.66b, are the dormitories/apartments physically separated from the production building(s) and warehouse(s)?

N/A

No dormitory was provided by the facility.

8.67 Does the dormitory/apartment have a written safety program, including written emergency procedures to handle natural disasters, fire safety, and emergencies and industrial accidents?

N/A

No dormitory was provided by the facility.

8.68 What is the overall general appearance of the dormitory/apartment? Please explain your assignment designation.

N/A

No dormitory was provided by the facility.

8.69 Does a visual inspection of the dormitory/apartment building(s) suggest any potential concerns about physical integrity?

N/A

No dormitory was provided by the facility.

8.70 Has the facility posted an emergency evacuation plan of the dormitories/ apartments in the language(s) understood by the residents?

N/A

No dormitory was provided by the facility.

8.71 Does the facility conduct regular emergency evacuation drills (at least semi-annual) for the dormitories/ apartments?	N/A
<i>No dormitory was provided by the facility.</i>	
8.72 Does a dormitory/apartment tour verify that safety equipment is in compliance with the law requirements?	N/A
<i>No dormitory was provided by the facility.</i>	
8.73 Are exits unlocked during times when the dormitories/apartments are occupied to allow free, unobstructed exit from the dormitories?	N/A
<i>No dormitory was provided by the facility.</i>	
8.74 During the dormitory visit, were any aisles blocked or restricting easy access to emergency exits and to a safe assembly point?	N/A
<i>No dormitory was provided by the facility.</i>	
8.75 Is there clean drinking water that is easily accessible? List potability test report numbers, if applicable.	N/A
<i>No dormitory was provided by the facility.</i>	
8.76 Are the toilets and washrooms in sanitary and serviceable condition?	N/A
<i>No dormitory was provided by the facility.</i>	
8.77 Is trash properly disposed of both inside and outside the dormitory/ apartments?	N/A
<i>No dormitory was provided by the facility.</i>	
Dormitories Fire Alarm	100.00 %
8.78a. Are fire alarms unobstructed and identified?	N/A
<i>No dormitory was provided by the facility.</i>	
8.78b. Does the facility have a test schedule for all fire alarm boxes? State how the facility maintains this schedule.	N/A
<i>No dormitory was provided by the facility.</i>	
Dormitories Emergency Lighting	100.00 %
8.79 Is the emergency power system working and in good condition?	N/A
<i>No dormitory was provided by the facility.</i>	
Dormitories Stairwell	100.00 %
8.80 Are all stairwell handrails in good condition?	N/A
<i>No dormitory was provided by the facility.</i>	
8.81 Are all stair treads in good condition and does its width meets local/national law?	N/A
<i>No dormitory was provided by the facility.</i>	
8.82 Are stairwells completely clear of obstructions?	N/A
<i>No dormitory was provided by the facility.</i>	
NON-COMPLIANCES FOUND	0.00 %

List non-compliances raised against this Principle here and note whether they are Major, Minor, or Observations:

Minor: 1. According to Principle 8-Health & Safety-Q8.31a No applicable local law It was noted that one electronic box in the washing workshop did not install with outer cover. Minor: 2. According to Principle 8-Health & Safety-Q8.31d No applicable local law It was noted that one electronic box in washing workshop was not post with warning sign. Minor: 3. According to Principle 8-Health & Safety-Q8.36 No applicable local law It was noted that the information of first aid responders / emergency safety personnel had not posted in the facility. Minor: 4. According to Principle 8-Health & Safety-Q8.52 According to Regulations on the Safety Management of Dangerous Chemicals article 20 It was noted that hazardous chemicals such as machine oil (total volume was 30 L) were stored in knitting workshop, but there was no secondary containment.

Quality Plan (AUDIT - PRINCIPLE 7 : DISCRIMINATION)

Instruction

0.00 %

Facilities will employ, pay, promote, and terminate workers on the basis of their ability to do the job, rather than on the basis of personal characteristics or beliefs.

Facilities will ensure that all terms and conditions of employment are based on an individual's ability to do the job, and not on the basis of any personal characteristics or beliefs. Facilities will ensure that any employment decision – involving hiring, firing, assigning work, paying or promoting – is made without discriminating against the employees on the basis of race, color, national origin, gender, age, sexual orientation, religion, disability, or other similar factors (pregnancy, political opinion or affiliation, social status, etc.).

DISCRIMINATION

100.00 %

7.1 Does the facility have procedures and practices to ensure compliance and remediation with the facility policy?

Yes

The facility had the procedures and practices to ensure compliance and remediation with the facility policy. Through reviewing Complaint Procedure, all employees could report any concerns such as instances of harassment or abuse, discrimination, without fear of retribution through suggestion box or management directly. And the complaints would be tracked confidentially in time.

7.2 Are the facility's written policy, practices and procedures on discriminatory behavior effectively communicated to and understood by all workers and management personnel?

Yes

Through on-site observation, the written policy had been posted on notice board.

7.3 Does the facility have an effective program and materials used to train relevant individuals, including all individuals responsible for the supervision of workers and the hiring process, on the facility's policy and procedures prohibiting discrimination?	Yes
<i>Through document review, the facility had a program and materials to train all staff responsible for the supervisions of workers and for the hiring process on the Discrimination Practices. The relevant training records dated on September 29, 2022 and training materials were provided for review during this audit.</i>	
7.4 Does the facility effectively communicate the requirements of this Principle to third parties (subcontractors, labor brokers/ agencies, industrial parks, export processing zones, free trade zones, etc.) that may recruit and screen applicants on its behalf in writing?	Yes
<i>The facility effectively communicated the requirements of this Principle to subcontractors in January 2023 respectively.</i>	
7.5 Has the facility had any discrimination charges filed against it by workers, regulatory agencies or any outside agency during the past two years? If so, please provide details.	No
<i>Through employee and management interview, there was no discrimination charges filed against it by employees, regulatory agencies or any outside agency during the past two years.</i>	
7.6 Does the facility explicitly prohibit mandatory pregnancy testing as a condition of employment or continued employment?	Yes
<i>Through document review, management interview and workers' interview, the facility prohibits pregnancy testing as a condition of employment or continued employment. The facility made a mandatory pregnancy testing prohibition statement.</i>	
7.7 Are workers with the same job and seniority paid the same rate, irrespective of race, color, national origin, gender, age, sexual orientation, religion, disability, or other characteristics?	Yes
<i>Through document review, management interview and workers' interview, the facility prohibits any type of discrimination and the factory stipulated that all workers would be paid same wages for same job.</i>	
7.8 Do all workers have an equal opportunity to work overtime?	Yes
<i>As per management interview and employees' interview, all workers have an equal opportunity to work overtime.</i>	
7.9 Do all workers sign statements (statements may be included in an employment application or contract), written in the language(s) understood by workers, affirming their receipt and understanding of the facility's anti-discrimination policies and procedures?	Yes
<i>It was verified through document review and workers' interview. Each worker had signed a statement affirming their receipt and understanding of the facility's anti- discrimination practices.</i>	
7.10 Are pregnant women engaged in work that creates a risk for their pregnancy or reproductive health?	N/A
<i>N/A, no pregnant women found during this audit time. However, as per provided written procedures, pregnant women would not work on a risk position for their pregnancy or reproductive health. They would be changed to safety working process and be treated equal as per local law.</i>	
7.11a. Does the facility have written policies and procedures related to termination and layoff?	Yes
<i>As reviewed, written procedure named Social Accountability Management Manual/ Principle 7: Prohibition of Discrimination Procedure/ number: HQ-WRAP-2019 / version: 2019 / issued date: July 12, 2019, the facility prohibits any type of discrimination and also the written procedures related to termination and layoff.</i>	
7.11b. Do these policies and procedures comply with local/national laws?	Yes

As per documents review and management interview, these policies and procedures complied with local/national laws.

7.11c. Does the facility provide training to all workers on termination and layoff policies and procedures, particularly to newly hired workers?

Yes

As per documents review and management interview, the facility provide training on termination and layoff policies and procedures to new hired employees within one month and for all employees at least once per year, the latest training was conducted on September 29, 2022.

7.12 Can workers terminate employment by giving proper notice (defined by local laws or by contract terms) at any time and without penalty?

Yes

As per documents review, management interview and workers interview, all workers terminate employment by giving proper notice at any time and without penalty.

NON-COMPLIANCES FOUND

0.00 %

List non-compliances raised against this Principle here and note whether they are Major, Minor, or Observations: Nil

Quality Plan (AUDIT - HOURS OF WORK ANALYSIS)

Instruction

0.00 %

HOURS OF WORK

Hours worked each day, and days worked each week and each month, should not exceed the limitations of the country's law. Facilities will provide at least one day off in every seven-day period, except as required to meet urgent business needs.

Facilities are required by local law to adhere to any limits set on regular working hours as well as any limits set on overtime work. Long term participation in the WRAP Certification Program is contingent upon meeting the limitations set by local law. WRAP recognizes that this can be a particularly challenging requirement, especially when taking into account local enforcement norms and customs. In light of this reality, WRAP will permit full compliance with local laws on working hours to be achieved incrementally, provided that a given facility meets the following conditions: is fully transparent about its working hours; ensures that those hours are all being worked voluntarily, in conditions that protect worker safety and health; compensates all employees in keeping with WRAP Principle 5; and shows improvement toward meeting the working hours requirements from one audit to the next.

REVIEW PERIOD 1

0.00 %

Review Period:	July 2022
Number of samples reviewed:	15
Average weekly hours (incl. overtime):	65.5
Highest weekly hours (incl. overtime):	71
Frequency of occurrence of max hours (# of workers from samples & # of weeks worked at max hours per period):	15 workers and 1 week
Range of weekly overtime hours over sample, quote highest and lowest:	Highest:31 Lowest:23
Range of daily overtime hours over sample, quote highest and lowest:	Highest:3 Lowest:3

REVIEW PERIOD 2

0.00 %

Review Period:	November 2022
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Number of samples reviewed:	15
Average weekly hours (incl. overtime):	63
Highest weekly hours (incl. overtime):	63
Frequency of occurrence of max hours (# of workers from samples & # of weeks worked at max hours per period):	15 workers and 3 weeks
Range of weekly overtime hours over sample, quote highest and lowest:	Highest:23 Lowest:23
Range of daily overtime hours over sample, quote highest and lowest:	Highest:3 Lowest:3

REVIEW PERIOD 3

0.00 %

Review Period:	January 2023
Number of samples reviewed:	15
Average weekly hours (incl. overtime):	63
Highest weekly hours (incl. overtime):	63
Frequency of occurrence of max hours (# of workers from samples & # of weeks worked at max hours per period):	15 workers and 1 week
Range of weekly overtime hours over sample, quote highest and lowest:	Highest:23 Lowest:23
Range of daily overtime hours over sample, quote highest and lowest:	Highest:3 Lowest:3

FOLLOW-UP AUDIT REVIEW PERIOD 1

0.00 %

Review Period:	N/A
Number of samples reviewed:	N/A
Average weekly hours (incl. overtime):	N/A
Highest weekly hours (incl. overtime):	N/A
Frequency of occurrence of max hours (# of workers from samples & # of weeks worked at max hours per period):	N/A
Range of weekly overtime hours over sample, quote highest and lowest:	N/A
Range of daily overtime hours over sample, quote highest and lowest:	N/A

FOLLOW-UP AUDIT REVIEW PERIOD 2

0.00 %

Review Period:	N/A
Number of samples reviewed:	N/A
Average weekly hours (incl. overtime):	N/A
Highest weekly hours (incl. overtime):	N/A
Frequency of occurrence of max hours (# of workers from samples & # of weeks worked at max hours per period):	N/A
Range of weekly overtime hours over sample, quote highest and lowest:	N/A
Range of daily overtime hours over sample, quote highest and lowest:	N/A

FOLLOW-UP AUDIT REVIEW PERIOD 3

0.00 %

Review Period:	N/A
Number of samples reviewed:	N/A
Average weekly hours (incl. overtime):	N/A

Highest weekly hours (incl. overtime):	N/A
Frequency of occurrence of max hours (# of workers from samples & # of weeks worked at max hours per period):	N/A
Range of weekly overtime hours over sample, quote highest and lowest:	N/A
Range of daily overtime hours over sample, quote highest and lowest:	N/A

HOURS OF WORK ANALYSIS

0.00 %

Average weekly hours incl. overtime across all samples:	63.8
Legal regular work week for this country/industry:	40 hours
Lowest total weekly hours worked in sample (List department(s)):	63 / All
Highest total weekly hours worked in sample (List department(s)):	71 / All
Legally permitted overtime hours (list daily, weekly, monthly, quarterly, yearly whichever is applicable):	3 hours/day and 36 hours/month

Quality Plan (AUDIT - PRINCIPLE 6 : HOURS OF WORK)

Instruction

0.00 %

HOURS OF WORK

Hours worked each day, and days worked each week and each month, should not exceed the limitations of the country's law. Facilities will provide at least one day off in every seven-day period, except as required to meet urgent business needs.

Facilities are required by local law to adhere to any limits set on regular working hours as well as any limits set on overtime work. Long term participation in the WRAP Certification Program is contingent upon meeting the limitations set by local law. WRAP recognizes that this can be a particularly challenging requirement, especially when taking into account local enforcement norms and customs. In light of this reality, WRAP will permit full compliance with local laws on working hours to be achieved incrementally, provided that a given facility meets the following conditions: is fully transparent about its working hours; ensures that those hours are all being worked voluntarily, in conditions that protect worker safety and health; compensates all employees in keeping with WRAP Principle 5; and shows improvement toward meeting the working hours requirements from one audit to the next.

HOURS OF WORK

100.00 %

6.1 Does the facility have procedure to ensure compliance with national and local laws?

Yes

Policy Name & No.: Social Accountability Management Manual/ Principle 6: Working Hour Control Procedure / number: HQ-WRAP-2019 / version: 2019 / issued date: July 12, 2019.

6.2 Does the facility have an effective program and relevant materials to train all individuals, including all individuals responsible for production coordination and scheduling, to ensure that workers work no more than the legal maximum hours, including overtime ceilings?

Yes

Through management interview, the facility trained all individuals, including all individuals responsible for production coordination and scheduling, to ensure that workers work no more than the legal maximum hours, including overtime ceilings on September 29, 2022.

6.3a. Are all workers made aware, at the time of hiring, of facility policies and procedures that specify the legal limitations on the maximum hours of work per day, week and month, both regular and overtime?	Yes
<i>Through management interview and workers interview, at the time of hiring, employees were trained to be aware of facility policies and procedures, specifically the legal limitations on the maximum hours of work per day, week and month, both regular and overtime, and the maximum number of consecutive days they can legally be required to work. During this audit, the training records of September 29, 2022 were provided for review.</i>	
6.3b. Are all workers made aware, at the time of hiring, of facility policies and procedures that specify the legal limitations on the maximum number of consecutive days they can legally be required to work?	Yes
<i>Through management interview and workers interview, at the time of hiring, employees were trained to be aware of facility policies and procedures, specifically the legal limitations on the maximum hours of work per day, week and month, both regular and overtime, and the maximum number of consecutive days they can legally be required to work. During this audit, the training records of September 29, 2022 were provided for review.</i>	
6.4a. Does the facility retain complete and accurate time records onsite of at least the past 12 months that reflect the days and dates workers worked (if the local requirement is more than 12 months, follow the local one)?	Yes
<i>The facility utilized electronic system to record employees' working hours. The facility requested all employees to swipe their IC cards when they were in / out of the facility each day. And the attendance records were the original evidence for payroll records. During this audit, attendance records from February 1, 2022 to March 16, 2023 were provided for review. 15 samples attendance records were selected from July 2022 (random month), November 2022(random month) and January 2023 (current month) respectively. According to the provided attendance records, the normal working hours were 8 hours per day and 5 days per week. The maximum daily overtime hours were up to 3 hours, and the maximum weekly total working hours were 71 hours. The maximum monthly overtime hours were up to 111 hours. The maximum continuous working days were 13 days. All workers were entitled at least one day off every 7 days except urgent business needs. Through cross-checking attendance, payroll records and production relevant records such as daily production records, quality inspection records, machines maintenance records, delivering records, in/out warehouse records, production notice and meeting minutes, leave records and resignation etc., and interviewing employees, no inconsistencies were noted.</i>	
6.4b. Does the facility retain complete and accurate time records onsite of at least the past 12 months that reflect the number of hours worked each day (if the local requirement is more than 12 months, follow the local one)?	Yes
<i>According to provided attendance records, the normal working hours were 8 hours per day and the daily overtime hours were up to 3 hours.</i>	
6.5a. Does a crosscheck of other facility records, such as production records and CCTV (if applicable), show any 7th day work?	Yes
<i>Through onsite observation, documents review and workers interview, there were some 7th day work.</i>	
6.5b. Does a crosscheck of other facility records, such as production records and CCTV (if applicable), show inconsistencies with time records?	No
<i>Through cross-checking attendance, payroll records and production relevant records such as daily production records, quality inspection records, machines maintenance records, delivering records, in/out warehouse records, production notice and meeting minutes, leave records and resignation etc., and interviewing employees, no inconsistencies were noted.</i>	
6.6a. Are daily overtime hours worked in compliance with local/national laws? Check any that applies. If there are excessive overtime hours, state the total number of hours including overtime.	Yes

According to provided attendance records, the daily overtime hours were up to 3 hours.

6.6b. Are weekly overtime hours worked in compliance with local/national laws? Check any that applies. If there are excessive overtime hours, state the total number of hours including overtime.

N/A

No such requirement.

6.6c. Are monthly overtime hours worked in compliance with local/national laws? Check any that applies. If there are excessive overtime hours, state the total number of hours including overtime.

No

Compare with last WHAP, the highest monthly overtime hours were 111 hours, which did not reach the target of 93 hours. Observation: It was noted that the monthly overtime hours of 15 out of 15 randomly selected workers were 111 hours in July 2022(random month), 98 hours in November 2022 (random month) and 51 hours in January 2023 (current month) respectively.

6.6d. Are quarterly overtime hours worked in compliance with local/national laws? Check any that applies. If there are excessive overtime hours, state the total number of hours including overtime.

N/A

No such requirement.

6.6e. Are yearly overtime hours worked in compliance with local/national laws? Check any that applies. If there are excessive overtime hours, state the total number of hours including overtime.

N/A

No such requirement.

6.7a. Does the facility have a written, rational, and well-communicated policy defining 'urgent business needs'? Note: The definition of 'urgent business needs' cannot be vague or open-ended. It must be limited to delays/interruptions in production caused by natural calamities, non-repetitive production deadlines or unforeseen circumstances beyond the facility's control. A coherent and consistent rationale must be evident in the definition and infrequent deployment of 'urgent business needs'.

Yes

Facility's definition of urgent business needs: According to Urgent Business Needs Define, the facility defined its "Urgent Business Needs" as production need resulted due to natural calamity, accidents, public facility maintenance etc., which well communicated to employees.

6.7b. Were there occurrence(s) of urgent business needs in the past 12 months? If Yes, list the number of instances and the occasions occurred: E.g., November 4 - 12, 2020

Yes

Number of instances: There were 5 urgent business needs occurred in this audit period. Consecutive working day period(s): April 6-16, 2022, May 16-28, 2022, July 11-23, 2022, October 17-29, 2022, March 6-16, 2023.

6.7c. If yes to 6.7b, does the facility provide one day off after 13 consecutive working days, if applicable?

Yes

It was verified through documents review, workers interview and management interview.

6.7d. If yes to 6.7b, list: department(s) & # of workers involved in each department and provide reasons for such occurrence(s):

Department(s): all workshops # of workers in each department: all workers Reasons for such occurrence(s): Due to urgent orders and COVIN-19

6.8a. Other than cases of "urgent business needs", do workers get at least one day off after six consecutive working days?

Yes

It was verified through documents review, workers interview and management interview. Workers had at least one day off after six consecutive working days other than cases of “urgent business needs”.

6.8b. If no to 6.8a, in the past 12 months, how many instances occurred where workers worked more than 6 consecutive days? List the number of instances and the occasions occurred: E.g., one time, November 4 - 12, 2020 N/A

6.8c. If no to 6.8a, list department(s) & # of workers involved and reasons for such occurrence(s): N/A

6.9 Are notifications of maximum regular and overtime hour policies visibly posted in the language(s) understood by the facility's workers and management personnel?

Yes

The facility established working hour policy. And the working hours as per the law requirement. And the working hours' policy and procedure were posted on noticed board.

NON-COMPLIANCES FOUND

0.00 %

List non-compliances raised against this Principle here and note whether they are Major, Minor, or Observations:

Observation: According to Principle 6, Hours of Work-Q6.6c According to PRC Labor Law article 41 It was noted that the monthly overtime hours of 15 out of 15 randomly selected workers were 111 hours in July 2022(random month), 98 hours in November 2022 (random month) and 51 hours in January 2023 (current month) respectively.

Photos 

Images

Part A: General view of the facility (18 Photos)

Facility name



Building view & gate



Security guards, gate house & entrance



Inside compound



Production process 1



Production process 2





Knitting



Cutting

Production process 3



Sewing

Production process 4

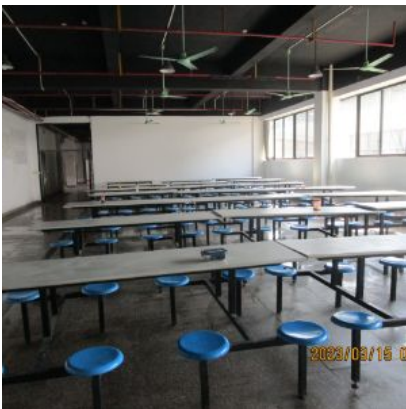


Pressing

Raw materials warehouse



Dining area



Kitchen/Food preparation area



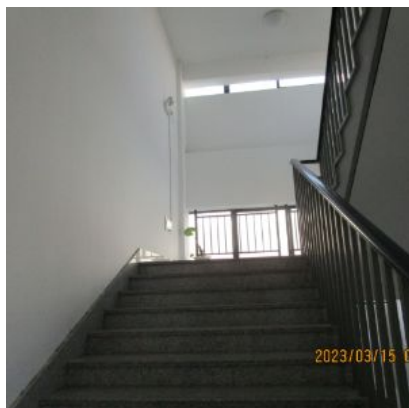
Grievance/Suggestion box



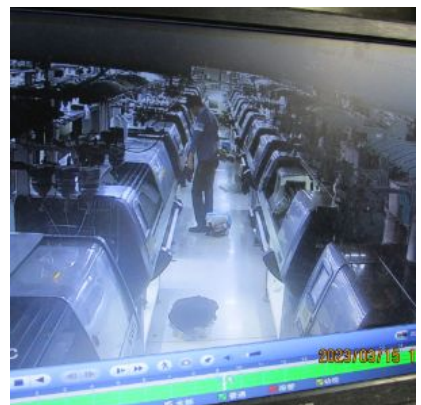
Stairs 1



Stairs 2



CCTV screenshot of production floor weekly rest day photo 1 (List rest day date)



CCTV screenshot of production floor weekly rest day photo 2 (List rest day date)



February 19, 2023

Other 1



Address number

Workers' Punching In/Out



PART B: Health & safety (32 Photos)

PPE (Personal protective equipment) 1



PPE (Personal protective equipment) 2



Electrical box/cabinet with cover & warning signs



Electrical box/cabinet with wiring



Electrical box/cabinet with inner cover



Fire safety training noting training date

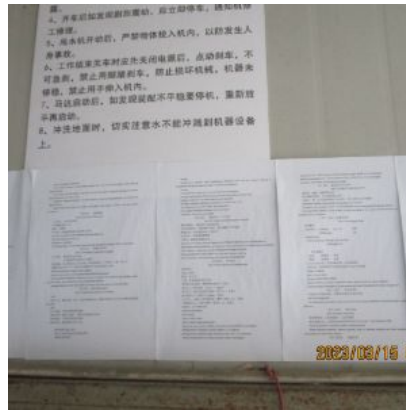


First aid responders/emergency safety personnel

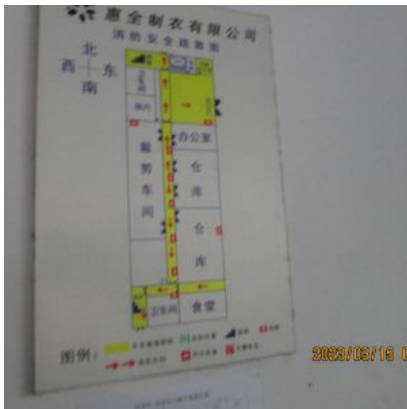
Material safety data sheet (MSDS)

First aid box

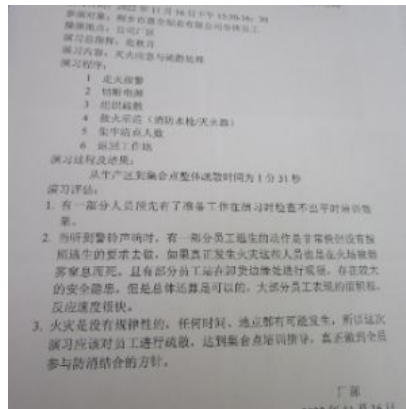




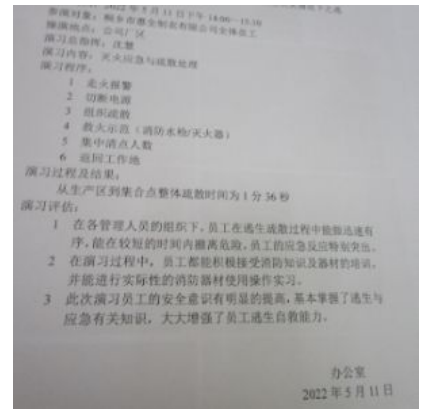
Evacuation plan



Evacuation drill noting drill date (Photo 1)



Evacuation drill noting drill date (Photo 2)



Evacuation route 1



Evacuation route 2



Emergency exit door 1



Emergency exit door 2



Emergency exit sign & emergency lights 1



Emergency exit sign & emergency lights 2



Assembly point



Fire extinguishers 1



Fire extinguishers 2



Fire hydrant



Fire hose



Sprinkler (if applicable)



Smoke detector



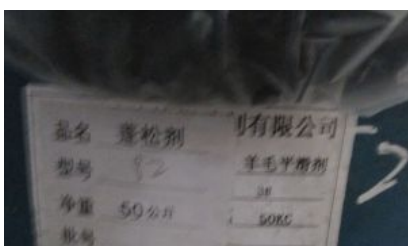
Fire alarm box



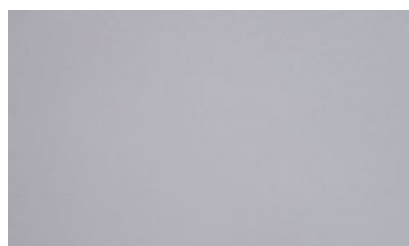
Chemical storage/labeling 1



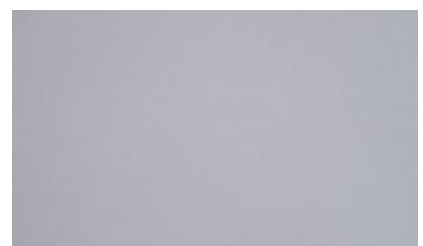
Chemical storage/labeling 2



Boiler



Compressor





NA, no boiler

NA, no compressor

Machine safety warning label/Device



Sewing machine safety guard



PART C: Principle 12 Security (10 Photos)

Perimeter fencing



Employee parking



Visitor parking



Outside lighting



IT security room/communication equipment



CCTV & monitors



Packing area

Finishing goods warehouse

Loading area



Visitor log

来访人员/车辆登记表									
姓名	性别	身份证号	联系电话	来访事由	接待人	接待时间	接待地点	备注	其他
王小明	男	110101199001010001	13800000000	拜访客户	张三	2023/03/15	三楼会议室		
李小红	女	110101199001010002	13800000001	拜访客户	张三	2023/03/15	三楼会议室		
张小明	男	110101199001010003	13800000002	拜访客户	张三	2023/03/15	三楼会议室		
赵小红	女	110101199001010004	13800000003	拜访客户	张三	2023/03/15	三楼会议室		
孙小明	男	110101199001010005	13800000004	拜访客户	张三	2023/03/15	三楼会议室		
周小红	女	110101199001010006	13800000005	拜访客户	张三	2023/03/15	三楼会议室		
吴小明	男	110101199001010007	13800000006	拜访客户	张三	2023/03/15	三楼会议室		
郑小红	女	110101199001010008	13800000007	拜访客户	张三	2023/03/15	三楼会议室		
陈小明	男	110101199001010009	13800000008	拜访客户	张三	2023/03/15	三楼会议室		
林小红	女	110101199001010010	13800000009	拜访客户	张三	2023/03/15	三楼会议室		
周小明	男	110101199001010011	13800000010	拜访客户	张三	2023/03/15	三楼会议室		
吴小红	女	110101199001010012	13800000011	拜访客户	张三	2023/03/15	三楼会议室		
陈小明	男	110101199001010013	13800000012	拜访客户	张三	2023/03/15	三楼会议室		
林小红	女	110101199001010014	13800000013	拜访客户	张三	2023/03/15	三楼会议室		
周小明	男	110101199001010015	13800000014	拜访客户	张三	2023/03/15	三楼会议室		
吴小红	女	110101199001010016	13800000015	拜访客户	张三	2023/03/15	三楼会议室		
陈小明	男	110101199001010017	13800000016	拜访客户	张三	2023/03/15	三楼会议室		
林小红	女	110101199001010018	13800000017	拜访客户	张三	2023/03/15	三楼会议室		
周小明	男	110101199001010019	13800000018	拜访客户	张三	2023/03/15	三楼会议室		
吴小红	女	110101199001010020	13800000019	拜访客户	张三	2023/03/15	三楼会议室		

PART D: Non-compliances (3 Photos)

NC raised & respective audit question # 1



No cover

NC raised & respective audit question # 2



No warning sign

NC raised & respective audit question # 3



no secondary container

Quality Plan (AUDIT - PRINCIPLE 4 : PROHIBITION OF HARASSMENT AND ABUSE) ↓

Instruction

0.00 %

PROHIBITION OF HARASSMENT AND ABUSE

Facilities will provide a work environment free of supervisory or co-worker harassment and abuse, and free of corporal punishment in any form.

Facilities will ensure a workplace that is respectful of a worker's rights and dignity. This includes ensuring that no corporal punishment or physical coercion be used. Facilities will not engage in or tolerate – either at the workplace or in residential quarters provided by facilities or labor brokers acting on their behalf – any sexual harassment or abuse, indecent or threatening gestures, abusive tone or language or any other kind of undesired physical or verbal contact, such as bullying. In particular, facilities will ensure proper training at all levels - including management, supervisors and workers - to secure a workplace free of harassment and abuse.

PROHIBITION OF HARASSMENT AND ABUSE

100.00 %

4.1a. Does the facility maintain a written procedure on the prohibition of harassment, abuse, and corporal punishment?

Yes

Through reviewing written procedure named Social Accountability Management Manual/ Principle 4: Prohibition of Harassment and Abuse Procedure/ number: HQ-WRAP-2019 / version: 2019 / issued date: July 12, 2019, the facility prohibits any type of harassment, abuse or corporal punishment.

4.1b. Are the definition(s) of the non-compliant behavior(s) and management policy(ies) consistent with the intent to prohibit all forms of this behavior?

Yes

It was verified through reviewing Prohibition of Harassment and Abuse Procedure/ number: HQ-WRAP-2019 / version: 2019 / issued date: July 12, 2019.

4.2a. Does the facility have an effective and mandatory program to train relevant individuals, including all individuals responsible for the supervision of workers, on the facility's policies and procedures prohibiting all forms of harassment, abuse, and corporal punishment?

Yes

The facility had training procedure to train relevant individuals, including all individuals responsible for the supervision of workers, on the facility's policies and procedures prohibiting all forms of harassment, abuse and corporal punishment. The relevant training records dated on March 13, 2023 and training materials were provided for review during this audit.

4.2b. Does the facility provide the trainings to its workers on the facility's policies and procedures prohibiting all forms of harassment, abuse, and corporal punishment?

Yes

The facility had training procedure to train relevant individuals, including all individuals responsible for the supervision of workers, on the facility's policies and procedures prohibiting all forms of harassment, abuse and corporal punishment. The relevant training records dated on March 13, 2023 and training materials were provided for review during this audit.

4.2c. How often does the training to relevant individuals and workers occur?

Twice per year

4.2d. When was the last training conducted?

March 13, 2023

4.3a. Does the policy include reasonable punitive repercussions for non-compliance and repeated non-compliance? Note: The policy must apply to the behavior of all workers with special emphasis placed upon supervisory personnel.

Yes

Through reviewing Employee Handbook, the facility used warning, make error, degradation and termination as disciplinary measures for non-conformance.

4.3b. Are the punitive repercussions effectively communicated to workers?

Yes

The latest communication was conducted on March 13, 2023.

4.3c. Does the facility keep the records of all disciplinary action?	Yes
<i>The facility kept the records of all disciplinary action for review.</i>	
4.4 Has the facility's management signed statements affirming their understanding of the facility's anti-harassment and abuse policies? (Note: If the facility has not required signed statements in the past, evidence of statements signed on a prospective basis, i.e., from a certain date forward, is acceptable.)	Yes
<i>Through reviewing statement, the facility's management had signed statements affirming their understanding of the facility's anti-harassment and abuse policies.</i>	
4.5a. Does the facility communicate the policy on the prohibition of harassment and abuse to workers and third-party services (e.g., security guards, kitchen services)?	Yes
<i>The facility communicated the policy on the prohibition of harassment and abuse to all employees through training. And the policy on the prohibition of harassment and abuse was communicated with security guards through training and statement.</i>	
4.5b. When was the last time of such communication internally and externally?	The latest communication was conducted on March 13, 2023.
4.6a Does the facility encourage workers to report instances of harassment or abuse, without fear of retribution, through effective communication of facility policies?	Yes
<i>All employees were encouraged to report instances of harassment or abuse, without fear of retribution, through effective communication of facility policies.</i>	
4.6b. If any incidents of harassment or abuse were reported, were they resolved in a timely manner?	N/A
<i>If any issue was reported, the grievance committee would meet to discuss such issue raised by employee immediately. As per document review and employee interview, no such incident was reported before.</i>	
4.6c. Describe the process.	All employees could report any concerns such as instances of harassment or abuse, discrimination, without fear of retribution through suggestion box or management directly. And the complaints would be tracked confidentially in time.
4.7a. While inspecting the plant, were any signs noted of physical abuse (including but not limited to shared physical characteristics evident in many workers), such as: Bruising?	No
<i>Through on-site observation, no sign of physical abuse such as bruising was noted during this audit.</i>	
4.7b. While inspecting the plant, were any signs noted of physical abuse (including but not limited to shared physical characteristics evident in many workers), such as: Obvious physical injuries (casts, or other corrective wraps, an exaggerated repetition of the same medical condition)?	No
<i>Through on-site observation, no physical injury was note during this audit.</i>	
4.7c. While inspecting the plant, were any signs noted of physical abuse (including but not limited to shared physical characteristics evident in many workers), such as: Isolated workers?	No
<i>Through on-site observation, no isolated employee was noted during this audit.</i>	

4.7d. While inspecting the plant, were any signs noted of physical abuse (including but not limited to shared physical characteristics evident in many workers), such as: Overt sights of corporal or psychological punishment?	No
<i>Through on-site observation, no overt sight of corporal or psychological punishment was noted during this audit.</i>	
4.8a. Through interviews with workers, were there any complaints about: Verbal abuse?	No
<i>No such information collected from employees' interview.</i>	
4.8b. Through interviews with workers, were there any complaints about: Sexual harassment?	No
<i>No such information collected from employees' interview.</i>	
4.8c. Through interviews with workers, were there any complaints about: Threatening gestures?	No
<i>No such information collected from employees' interview.</i>	
4.8d. Through interviews with workers, were there any complaints about: Monetary deduction discipline?	No
<i>No such information collected from employees' interview.</i>	
4.8e. Through interviews with workers, were there any complaints about: Bullying?	No
<i>No such information collected from employees' interview.</i>	
4.8f. Through interviews with workers, were there any complaints about: Intimidation?	No
<i>No such information collected from employees' interview.</i>	
4.8g. Through interviews with workers, were there any other complaints?	No
<i>No such information collected from employees' interview.</i>	

NON-COMPLIANCES FOUND

0.00 %

List non-compliances raised against this Principle here and note whether they are Major, Minor, or Observations: Nil

Quality Plan (AUDIT - PRINCIPLE 3 : PROHIBITION OF CHILD LABOR)

Instruction

0.00 %

PROHIBITION OF CHILD LABOR

Facilities will not hire any employee under the age of 15 (14 in less-developed countries) or under the minimum age established by law for employment, whichever is greater, or any employee whose employment would interfere with compulsory schooling.

Facilities will ensure they do not engage in any form of child labor, including, but not limited to, the internationally recognized worst forms of child labor. Consistent with ILO Convention 138, facilities may not employ any person at an age younger than the law of the jurisdiction allows and in any case not below the age of 15 (14 in less-developed countries), even if permitted by local law. In addition, facilities will adhere to local legal requirements regarding mandatory schooling. Further, if, where permitted by local law, a facility employs young workers (defined as workers whose age is between the minimum age of employment and 18 years), the facility will also comply with any applicable legal restrictions on the nature and volume of work performed by such young workers, as well as any other requirements imposed by law, including limitations related to working hours and to ensuring that such young workers do not perform any hazardous work (e.g., chemical handling or operating heavy machinery).

PROHIBITION OF CHILD LABOR

100.00 %

3.1 Does the facility maintain a written procedure to avoid employing child labor?

Yes

As reviewed, written procedure named Social Accountability Management Manual/ Principle 3: Prohibition of Child Labor Procedure/ number: HQ-WRAP-2019 / version: 2019 / issued date: July 12, 2019, the facility prohibits using child labor and gives remedy measure for child labor.

3.2 Are policies and procedures regarding child labor effectively communicated to all workers?

Yes

Through documents review, management interview and employee interview, the facility would train each new employee within one month and trained all employees at least once per year for such policies and procedures. The latest training was conducted on September 29, 2022.

3.3a. Do the programs and materials used to train relevant individuals on the child labor policies and procedures, including all individuals responsible for the hiring process, cover the requirements to obtain appropriate age documentation?

Yes

The facility had a training procedure, to train relevant individuals, including all individuals responsible for the hiring process, on the Child Labor Practices. The local law, WRAP policy and procedure were used as training materials, cover the requirement to obtain appropriate age documentation.

3.3b. Do the programs and materials used to train relevant individuals on the child labor policies and procedures, including all individuals responsible for the hiring process, cover the requirements to review age documentation for authenticity?

Yes

The facility had a training procedure, to train relevant individuals, including all individuals responsible for the hiring process, on the Child Labor Practices. The local law, WRAP policy and procedure were used as training materials, cover the requirement to review age documentation for authenticity.

3.3c. Do the programs and materials used to train relevant individuals on the child labor policies and procedures, including all individuals responsible for the hiring process, cover the requirements to interview ALL prospective workers?

Yes

The facility had a training procedure, to train relevant individuals, including all individuals responsible for the hiring process, on the Child Labor Practices. The local law, WRAP policy and procedure were used as training materials, cover the requirement to interview all prospective workers.

3.4 Does the facility explicitly prohibit all forms of child labor?

Yes

The facility communicated its child labor policies and procedures to all facility employees through training. And the policy posted on the board. Through document review and management interview, the facility explicitly prohibits all forms of child labor.

3.5a. Does the facility obtain proof of age documentation from potential workers and review the documentation for authenticity prior to hiring through an interview process (interview checklist maintained)?

Yes

Through management interview and workers interview, the facility would ascertain employees' stated ages through cross-checking questions during recruit interview. The related records were kept for review.

3.5b. Does the facility obtain proof of age documentation from potential workers and review the documentation for authenticity prior to hiring by comparing photo on age document with physical appearance of person?

Yes

Through documents reviewing, the facility established personnel files for each employee attached with photocopy of ID card.

3.5c. Does the facility obtain proof of age documentation from potential workers and review the documentation for authenticity prior to hiring through worker's completed and signed employment application?

Yes

Through reviewing personnel files, the facility established personnel files for each employee, which included date of birth, labor contract, the employee signature, signature date, plus employee identification number, current photo.

3.5d. Does the facility obtain proof of age documentation from potential workers and review the documentation for authenticity prior to hiring through other methods (Please list)? Apply extra diligence in locations where child labor is common.

Yes

All potential employees' ID card was authenticated through document review, employee interview, and physical appearance comparison or authenticity website.

3.6 Does the facility retain proof of age documentation for each worker and maintain the information in the worker's personnel file for the length of time as required by law?

Yes

The facility established personnel files for each employee attached with photocopy of ID card and current photos.

3.7 Is there any evidence that suggests child labor is being utilized at the facility? (If a reasonable suspicion exists that there are age-borderline workers, be extremely cautious and attentive to assessing this compliance. If you suspect the age of any individual(s) you observe in the facility, you MUST seek to include them in the review process for age authentication, including worker interview.)

No

No evidence suggested that child labor was being employed at the facility.

3.8a. If young workers (legal minimum working age up to 18 years old) are employed, does the facility ensure that it has written policies and procedures related to recruitment and employment practices of young workers?

N/A

No younger worker was employed in the facility.

3.8b. If young workers (legal minimum working age up to 18 years old) are employed, does the facility ensure that it has policies to safeguard young workers, including, but not limited to, ensuring young workers having access to the facility's grievance mechanism?

N/A

No younger worker was employed in the facility.

3.8c. If young workers (legal minimum working age up to 18 years old) are employed, does the facility ensure that worker's assigned tasks are appropriate for their age, including, but not limited to, operating of heavy machinery, hazardous work environment, etc.?	N/A
<i>No younger worker was employed in the facility.</i>	
3.8d. If young workers (legal minimum working age up to 18 years old) are employed, does the facility ensure that overtime/night work complies with local/national law?	N/A
<i>No younger worker was employed in the facility.</i>	
3.8e. If young workers (legal minimum working age up to 18 years old) are employed, does the facility ensure that medical check/registration with local bureau (if applicable) are conducted?	N/A
<i>No younger worker was employed in the facility.</i>	
3.8f. If young workers (legal minimum working age up to 18 years old) are employed, does the facility ensure that it accurately maintains the list of young workers?	N/A
<i>No younger worker was employed in the facility.</i>	

NON-COMPLIANCES FOUND

0.00 %

List non-compliances raised against this Principle here and note whether they are Major, Minor, or Observations: Nil

Quality Plan (AUDIT - PRINCIPLE 2 : PROHIBITION OF FORCED LABOR)

Instruction

0.00 %

Facilities will not use involuntary, forced or trafficked labor.

Facilities will maintain employment strictly on a voluntary basis. Facilities will not use any forced, prison, indentured, bonded or trafficked labor. This will include ensuring that any workers they hire will be under labor contracts that fully comply with all relevant legal requirements and do not impose any form of coercion (including imposing substantial fines or loss of residency papers by workers leaving employment or restricting a worker's ability to voluntarily end his/her employment). In addition, workers should not be employed subject to any financial or collateral guarantee or debt security; any recruitment fees involved should be borne by facilities, not workers. Further, facilities will ensure that the workers' travel documents are not withheld, and that all written contracts are in a language understood by the workers.

PROHIBITION OF FORCED LABOR

100.00 %

2.1 Does the facility maintain a written procedure to avoid employing involuntary, forced, prison, indentured, bonded, or trafficked labor?	Yes
<i>As reviewed, written procedure named Social Accountability Management Manual/ Principle 2: Prohibition of Forced Labor Procedure/ number: HQ-WRAP-2019 / version: 2019 / issued date: July 12, 2019 was used to avoid employing involuntary, forced, prison, indentured, bonded, or trafficked labor.</i>	
2.2 Does the facility have a program and materials used to train relevant individuals, including all individuals responsible for the hiring process, on the facility's policies and procedures prohibiting forced, prison, indentured, bonded, or trafficked labor?	Yes

The facility had a training procedure named HR Management procedure; factory would train relevant individuals, including all individuals responsible for the hiring process, on the facility's policies and procedures prohibiting forced or involuntary labor. The latest training was done on September 29, 2022 and the relevant training record was provided for review.

2.3a. Are all workers working at the facility voluntarily, including overtime hours?

Yes

According to written procedure named Prohibition of Forced Labor Procedure/ number: HQ-WRAP-2019 / version: 2019 / issued date: July 12, 2019, the facility prohibits using forced labor, prison labor, indentured labor and other type forced labor.

2.3b. Is there evidence indicating that the facility forces any person (all onsite workers, including contracted ones) to work under the threat of any penalty or sanction?

No

Through onsite observation, documents review, management interview and workers interview, no evidence indicated that the facility forces any person (all onsite workers, including contracted ones) to work under the threat of any penalty or sanction.

2.3c. If production quotas are applicable, are workers required to reach a production target before ending the work shift?

No

Through onsite observation, documents review, management interview and workers interview, no production quota was applicable in the facility.

2.4 Are there any indications that workers' movements are being restricted at any time, including, but not limited to, legal breaks, lunch break, and the use of toilet?

No

During on-site checking, there was no restriction for employees' movement. During employee interview and onsite observation, all employees could access to potable water or toilet freely during working time. And they could leave the facility without restriction at end of each shift.

2.5a. Are there exaggerated security measures or logistics restricting freedom of movement in use at the facility?

No

Through reviewing Security Working Regulation, the duties and responsibilities of the security guards were in charge of normal security matters such as the protection of the company property and personnel security.

2.5b. Are there exaggerated security measures or logistics restricting freedom of movement in the dorms/apartments?

N/A

No dormitory was provided in the facility.

2.6 Were there any overt signs of fear or exaggerated obedience displayed by workers during the facility inspection?

No

Through on-site observation and workers' interview, no overt signs of fear or exaggerated obedience displayed by employees were noted.

2.7 Do security personnel and management act in a non-threatening manner?

Yes

Through management interview and on-site observation, the duties and responsibilities of the security guards were in charge of normal security matters such as the protection of the company property and personnel security.

2.8 Are security guards posted for routine security reasons, in a proportionately logical number?

Yes

There were 3 security guards in the facility. The duties and responsibilities of the security guards were in charge of normal security matters such as the protection of the company property and personnel security.

2.9 Are all security service agreements free of any language or terminology that may imply the existence of involuntary, forced, prison, indentured, bonded, or trafficked labor conditions?	Yes
<i>Through document review and employees' interview, the duties and responsibilities of the security guards were in charge of normal security matters such as the protection of the company property and personnel security, which was free of any language or terminology that may imply the existence of forced, indentured or involuntary labor conditions.</i>	
2.10 Do job descriptions or individual contracts for security workers limit their tasks to routine security matters such as protection of facility property or facility personnel?	Yes
<i>Through document review and employees' interview, the duties and responsibilities of the security guards were in charge of normal security matters such as the protection of the company property and personnel security.</i>	
2.11 Are the doors and gates of the facility locked only after business hours and for housing security reasons and in compliance with applicable fire codes?	Yes
<i>Through employees' interview and on-site checking, the doors and gates of the facility were locked only for normal business and housing security reasons in compliance with applicable fire codes.</i>	
2.12 Does the facility prohibit all relevant individuals, including any person under the facility's direction (such as security guards), from coercing workers in any way, or unnecessarily limiting workers' freedom of movements?	Yes
<i>Employees could leave the facility upon their shift's conclusion; there was no limitation on freedom of movement. It was verified through employees' interview and management interview.</i>	
2.13 Are workers freedom of movement unimpeded upon their shift's conclusion?	Yes
<i>Employees could leave the facility upon their shift's conclusion; there was no limitation on freedom of movement. It was verified through employees' interview and management interview.</i>	
2.14 Is it mandatory for workers to use facility provided services, such as canteen, dorms, or transportation? (If Yes, provide details, assessing any fees associated with that, including how such fees are deducted)	No
<i>Through workers interview and management interview, no dormitory was provided. It was free for workers to use canteen.</i>	
2.15a. Does the facility require all hiring documents (e.g., an employment application or contract) to include a statement affirming that applicants are seeking employment voluntarily and are not under threat of any penalty, coercion or debt security?	Yes
<i>Through reviewing personnel file, the facility maintained all hiring documents including application form, copy of identification card, labor contract. Each worker signs a statement affirming that applicants were seeking employment voluntarily and were not under threat of any penalty, which were maintained in the employee's personnel file.</i>	
2.15b. Does the facility require all hiring documents (e.g., an employment application or contract) to be signed by each applicant?	Yes
<i>Through reviewing personnel file, the facility maintained all hiring documents including application form, copy of identification card, labor contract. Each worker signs a statement affirming that applicants were seeking employment voluntarily and were not under threat of any penalty, which were maintained in the employee's personnel file.</i>	
2.15c. Does the facility require all hiring documents (e.g., an employment application or contract) to be maintained in the worker's personnel file?	Yes

Through reviewing personnel file, the facility maintained all hiring documents including application form, copy of identification card, labor contract. Each worker signs a statement affirming that applicants were seeking employment voluntarily and were not under threat of any penalty, which were maintained in the employee's personnel file.

2.16 Does the facility obtain proof that anyone seeking employment is legally entitled to work in the country of manufacture in accordance with national immigration laws?

Yes

All the employees are Chinese citizens.

2.17a. Does the facility conduct adequate due diligence on labor brokers/agents used by the facility? Describe the policies and procedures used for vetting labor brokers/agents:

N/A

Through management interview, all employees were recruited by the facility directly and no any labor brokers or agents were used by the facility.

2.17b. Does the facility obtain an executed statement from all labor brokers/ agents used by the facility stating that the brokers/agents are not supplying labor that is involuntary, forced, prison, indentured, bonded, or trafficked? Name(s) and contact info of any brokers/agents supplying labor to the facility and their business license:

N/A

Through management interview, all employees were recruited by the facility directly and no any labor brokers or agents were used by the facility.

2.17c. Is facility's hiring process, in part or in whole, managed by a 3rd party? If yes, describe.

No

No, through documents review, management interview and workers' interview, all employees were recruited by the facility directly and no labor brokers or agents were used by the facility.

2.17d. Are any of the workers recruited from vocational training centers? If yes, describe the process and the name(s) of the center(s).

N/A

N/A, through documents review, management interview and workers' interview, no worker was recruited from vocational training centers.

2.17e. Were the basic terms of employment communicated to the migrant workers before they left their home country? Provide details about how this was done.

N/A

No foreign workers in the facility.

2.17f. Are migrant workers' activities monitored by a person besides their facility supervisor? If yes, describe.

No

No, no foreign workers in the facility and through documents review, management interview and workers' interview, no evidence showed that domestic migrant workers' activities monitored by anyone.

2.17g. Do migrant workers (whether domestic or foreign) pay fees or give collateral to brokers/agents/local government in the receiving country? If yes, state the relevant laws.

No

Through documents review, management interview and workers' interview, all employees were recruited by the facility directly and no labor brokers or agents were used by the facility. No foreign workers in the facility, the domestic migrant workers did not pay fees or give collateral to local government.

2.17h. If yes to g, describe the kinds of fees or collateral involved and how they are processed.

N/A.

2.17i. Does the facility have a plan to reimburse the fees directly to the affected workers? The reimbursement schedule must be over a reasonable period of time, not exceeding 3 years.

N/A

<i>All employees were recruited by the facility directly and no labor brokers or agents were used by the facility.</i>	
2.17j. If yes to 2.17i, how is the reimbursement distributed over the period of the plan?	N/A.
2.17k. Does the facility have detailed records demonstrating the fees have been reimbursed to the affected workers according to the plan?	N/A
<i>All employees were recruited by the facility directly and no labor brokers or agents were used by the facility.</i>	
2.18 Does the facility issue wages/ compensation directly to workers, or in an unambiguous system that clearly shows that the worker controls the destination of his/her wages and access to his/her wages?	Yes
<i>Through employees' interview, the facility paid wages to employees through cash.</i>	
2.19a. Does the facility provide pay advances or loans to workers?	No
<i>The facility did not provide pay advances or loans to workers which confirmed through documents review, management interview and worker interviews.</i>	
2.19b. If yes to 2.19a, is there a written policy about the terms and conditions in place?	N/A
<i>The facility did not provide pay advances or loans to workers.</i>	
2.19c. Is the policy communicated clearly to workers?	N/A
<i>The facility did not provide pay advances or loans to workers.</i>	
2.19d. The terms and conditions shall not be used to bind workers to employment. Is there evidence that the facility is doing so?	N/A
<i>The facility did not provide pay advances or loans to workers.</i>	
2.20 Does the facility hold original identification papers, travel documents, passports or other valuable personal items of their workers? If yes, provide details of relevant policies and procedures, including whether they involve any monetary deposit on the part of workers.	No
<i>As per workers' interview and hiring management procedure review, the facility prohibits retain original copy of identification card, travel document and passport of their employees. The facility only collected the potential employees' ID card for verifying authenticity purpose and returned to employees immediately. If the potential employees were qualified, the facility could establish personnel file attached with his/her photocopy of ID card.</i>	
2.21 Does the facility require any worker deposits or have any payment withholding/ deduction practices, either directly or on behalf of labor brokers/agents? If yes, provide explanations on what these deposits or withholdings/deductions are for.	No
<i>Through employee interview and document review, the facility did not require any employee deposits or have any payment withholding practices.</i>	
2.22a. Is there any prison labor used in this facility?	No
<i>Document review, management and employee testimony confirmed that no prison labor is used by the facility.</i>	
2.22b. Does the facility subcontract production out to prison?	No
<i>Document review, management and employee testimony confirmed that the facility did not subcontract production out to prison.</i>	
2.23a. Do workers understand the terms of their employment?	Yes
<i>Through workers' interview, they all understood the terms of their employment very well.</i>	

2.23b. Are all work contracts in the language(s) understood by workers and signed by both parties (employer and workers)? For countries with at-will employment and/or no formal contracts, include a statement to that effect.	Yes
<i>As per management interview and workers' interview, the facility signed labor contract in Chinese with all employees within one month according by local law when they joined the facility. Meanwhile, a copy of labor contract was given to each employee.</i>	
2.23c. Do contract provisions meet legal requirements and include all necessary information in a transparent and accurate manner? This includes, but is not limited to, wages, hours of work, days off, annual leave, disciplinary procedures that can result in termination, and, if relevant, dormitory terms and conditions.	Yes
<i>As per management interview and workers' interview, the facility signed labor contract with all employees within one month according by local law when they joined the facility. Through document review, the contract provisions met legal requirements and included all necessary information in a transparent and accurate manner, including, but not limited to, wages, hours of work, days off and annual leave, and disciplinary procedures that can result in termination.</i>	
2.23d. Are copies of contracts provided to workers and kept in personnel files?	Yes
<i>All workers received a copy from the facility after the it was signed and there was also a copy kept in worker's personnel files.</i>	
2.23e. Is there evidence that the facility has a practice of replacing or changing original contract terms to terms less favorable for the worker without the worker's knowledge and/or consent (i.e., contract substitution and supplemental agreements)?	No
<i>No evidence that the facility had a practice of replacing or changing original contract terms to terms less favorable for the worker without the worker's knowledge and/or consent was identified.</i>	

NON-COMPLIANCES FOUND

0.00 %

List non-compliances raised against this Principle here and note whether they are Major, Minor, or Observations: Nil

Quality Plan (AUDIT - PRINCIPLE 1 : COMPLIANCE WITH LAWS AND WORKPLACE REGULATIONS)

Instruction

0.00 %

Facilities will comply with laws and regulations in all locations where they conduct business.

All facilities will comply with the legal requirements and standards of their industry under the local and national laws of the jurisdictions in which the facilities are doing business, along with any applicable international laws. This will cover all labor and employment laws of those jurisdictions, as well as laws governing the conduct of business in general, including rules and standards of ethics dealing with corruption and transparency, and any relevant environmental laws.

COMPLIANCE WITH LAWS AND WORKPLACE REGULATIONS

97.50 %

1.1a. Does the facility comply with all relevant local and national laws?	No (Minor)
<i>The facility did not comply with relevant local and national laws, please refer to Q8.52.</i>	
1.1b. Does the facility comply with all labor and enforcement laws?	Yes
<i>The facility was complied with relevant local and national law.</i>	

1.1c. Is the facility's hiring process in accordance with the law?	Yes
<i>Through document review, worker interview and management interview, the facility's hiring process was in accordance with the law.</i>	
1.1d. Is any of the facility's hiring done under government sponsorship?	No
<i>No sign was found that the facility's hiring was done under government sponsorship.</i>	
1.1e. Has the facility received incentives to hire/train workers from private or government sponsored programs?	No
<i>As per management interview, the facility did not receive incentives to hire/train workers from private or government sponsored programs.</i>	
1.1f. Does the facility comply with all ethics, anti-bribery, and anti-corruption laws?	Yes
<i>The facility was fully complied with ethics, anti-bribery and anti-corruption laws.</i>	
1.1g. Does the facility comply with all environmental laws?	Yes
<i>The facility was fully complied with environment laws.</i>	
1.2a. Does the facility obtain current information on all relevant laws and regulations concerning each of the Principles and incorporate this information in its business practices?	Yes
<i>Through reviewing the provided law and regulation summary, the facility obtained current information on all relevant laws and regulations concerning each of the Principles and incorporate this information in its business practices.</i>	
1.2b. Does the facility have written policies and procedures for current information on all relevant laws and regulations on all 12 WRAP Principles?	Yes
<i>As reviewed, written procedure named Social Accountability Management Manual / Principles 1 to 12 / number: HQ-WRAP-2019 / version: 2019 / issued date: July 12, 2019 for current information on all relevant laws and regulations on all 12 WRAP Principles were provided to review.</i>	
1.2c. Does the facility have a qualified person responsible for informing the facility and its workforce of changes to laws and regulations, or access to current publications on all relevant labor laws? (List their name and job title)	Yes
<i>Name and job title: Ms. Chen Tete / Admin. Manager</i>	
1.2d. When was the last time a major update in laws and regulations occurred in the last 12 months? (List all major changes that are relevant, e.g., an increase in minimum wage effective in January 2021)	The local minimum wage standard was updated to RMB 2070 per month since August 1, 2021.
1.3a. Does the facility have a policy ensuring that a worker can raise workplace concerns without fear of retaliation?	Yes
<i>The facility has a grievance procedure/number: HQ-WRAP/version#: 2019/issued date: July 12, 2019 ensuring that a worker can raise workplace concerns without fear of retaliation.</i>	
1.3b. What procedures does the facility have in place to implement the policy?	The facility has a grievance procedure/number: HQ-WRAP/version#: 2019/issued date: July 12, 2019 ensuring that a worker can raise workplace concerns through anonymous methods such as suggestion box and Manager's telephone.

1.4a. Does the facility conduct internal monitoring of its management system at least twice (02) a year? When was the last internal monitoring the facility conducted?	Yes
<i>The facility conducted internal monitoring of its management system at least twice a year, the lastest version was on October 21, 2022.</i>	
1.4b. Does the scope of these internal monitoring activities cover whether their written procedures and processes are meeting the requirements of local/national law and WRAP 12 Principles?	Yes
<i>Through document review, the scope of these internal audits covered whether their written procedures and processes are meeting the requirements of local/national law and WRAP Principles.</i>	
1.4c. Were the results of the internal monitoring communicated with top management?	Yes
<i>The facility conducted management review on October 21, 2022 to communicate those findings with top management.</i>	
1.4d. What were the findings from the last internal monitoring? List all findings regardless of whether they were corrected or not.	1. Some workers did not aware of WRAP 12 principles, 2. Blocked fire extinguisher.
1.4e. Were all the findings corrected? Provide details in the comment section.	Yes
<i>The facility provided corrective action to review, which indicated these findings were corrected immediately.</i>	
1.5 During the previous two years, has the facility had any notices of noncompliance levied against it (including any legal proceedings or outstanding allegations concerning the facility's operations)?	No
<i>As per the facility management, the local labor bureau, local environment protection bureau inspected their facility aperiodicity, and there was no notice of noncompliance since facility has been in existing location.</i>	
Subcontracting Note: A facility is subcontracting when it appoints another facility to undertake part of the production processes for the manufacturing of goods. It involves circumstances where goods leave the facility to be partially completed and then sent back so the goods can be completed. Other services may also be subcontracted.	
1.6 Does the facility subcontract any of its production operations? If the facility used subcontracting in the past 12 months but does not do so now, note this under this question. List the subcontracted production process(es). List the name(s) and address(es) of subcontractor(s).	Yes
<i>The embroidering and printing processes were subcontracted to other factories. The detailed information was as follows: Process: embroidering Facility name: Haining Chaoyi Garment Embroidering Co., Ltd. Facility address: No. 5, Danmei Road, Haining City, Jiaxing City, Zhejiang Province Process: printing Facility name: Tongxiang Huihuang Dyeing and Finishing Co., Ltd. Facility address: Light Textile Industrial Park, Tudian Town, Tongxiang City, Jiaxing City, Zhejiang Province</i>	
1.7 Does the facility subcontract any other operations (such as canteen staff, security personnel, shipping services, cleaning staff, logistics, labor suppliers, etc.)? List the subcontracted services and name(s) and address(es) of subcontractors. List the name(s) and address(es) of subcontractor(s).	No
<i>The facility did not subcontract any of its service operations.</i>	
1.8 Has the facility informed the subcontractor(s) in writing of their obligations under the local/national labor law and WRAP's requirements?	Yes

The facility informed the sub-contractor-security company of his obligations under the local labor law and WRAP Principles requirements annually.

1.9 Does the facility keep the receipt of subcontractor's acknowledgment of these requirements? List the last time the acknowledgment was received.

Yes

The facility informed the sub-contractor-security company of his obligations under the local labor law and WRAP Principles requirements annually. The lasted version was in November 2022.

1.10 Does the facility regularly review its list of subcontractors to make sure it is up to date? List the last time the review was conducted.

Yes

The facility regularly reviewed its list of subcontractor to make sure it was up to date. The lasted version was on March 10, 2023.

Auditors must verify the suppliers through relevant document review.

1.11 Has the facility informed its top three (3) raw material suppliers for finished goods, e.g., fabrics, yarn, or leather, (by the value of business transacted with them in the preceding 12 months), in writing, of the facility's expectation that the supplier runs its operations in accordance with local/national laws and WRAP's Principles? List the names and addresses in English and local language of the top three (3) finished goods raw materials suppliers.

Yes

The top three suppliers name was as below: 吴江市安邦纺织有限公司/Wujiang Anbang Textile Co., Ltd. and address: 江苏省吴江盛泽镇东方丝绸市场第二分场北区1-3号2楼F2, Building 2, No. 1-3, North of Second Market, Dongfang Silk Market, Shengze Town, Wujiang City, Jiangsu Province and China 嘉兴市新仪纺织品有限公司/Jiaxing Xinyi Textile Co., Ltd. and address: 浙江嘉兴市秀洲区工业区洪运路北侧/North of Hongyun Road, Xiuzhou District Zone, Jaixing City, Zhejiang Province and China 桐乡市派克聚彩印有限公司/Tongxiang Paikaju Color Printing Co., Ltd. and address: 浙江省桐乡市凤鸣街道工业区1幢 / Building 1, Fengming Street Zone, Tongxiang City, Zhejiang Province and China The facility informed the suppliers in writing of their obligations under the local/national labor law and WRAP's requirements annually.

NON-COMPLIANCES FOUND

0.00 %

List non-compliances raised against this Principle here and note whether they are Major, Minor, or Observations: Nil

Quality Plan (AUDIT - NON-COMPLIANCE TABLE) ↓

NON-COMPLIANCE TABLE

0.00 %

Did the facility have any non-compliances with Principle 8: Health and Safety? If so, please comment how many non-compliances were observed.

WRAP Principles

National or Local Law

4 non-compliances were observed in Principle 8.

Quality Plan (DETAILED AUDIT REPORT) ↓

FACILITY DETAILS

0.00 %

1. Does the facility have a business license?	Yes (List license no.)
913304836605533210	
2. Is the registered business name and site address the same as the audited facility? (If no, explain and provide registered name and address)	Yes
3. Does the business license include other businesses/facilities/sites? (If yes, provide explanation)	No
4. Does the facility have a parent company or belong to a corporate group? If Yes, provide name and address	No
5. Does the facility have any sister facilities in the same location or nearby? If Yes, describe	No
6. Facility phone #(s):	86-18257366500
7. Facility email address:	15167357525@huiquan.red
8a. Contact name & title #1:	Ms. Fan Qiuyue / Sales Manager
8b. Contact #1 email address:	fqy0727@huiquan.red
8c. Contact #1 phone:	86-13867371381
9a. Contact name & title #2:	Ms. Chen Tete / Admin. Staff
9b. Contact #2 email address:	15167357525@huiquan.red
9c. Contact #2 phone:	86-573-88978577

AUDIT DETAILS

0.00 %

10. Monitoring firm name:	Centre Testing International Group Co., Ltd. (CTI)
11. Monitor's report #	SZA14335-05
13. Name & title of authorizing official:	Mr. Zhou Lu/Vice President
14. Was the audit unannounced within a 4-week window? If No, explain:	Yes
15. Was WRAP registration payment confirmed prior to the audit? If No, provide explanation:	Yes
16a. Lead auditor name, APSCA designation & #:	Julie Hu & CSCA 21700157
16b. Audit team member 1 name, APSCA designation & #:	Not applicable
16c. Audit team member 2 name, APSCA designation & #:	Not applicable
16d. Audit team member 3 name, APSCA designation & #:	Not applicable
16e. Name(s) of technical expert(s):	Not applicable
16f. Name(s) of trainee auditor(s) (Trainee auditors may only observe WRAP audits; they cannot take an active part in the audit. Only WRAP accredited auditors' time is counted toward man-day requirements.):	Not applicable
16g. Name(s) of translator(s) (Must NOT be from facility):	Not applicable
16h. Names of others (incl. titles):	Not applicable
17a. Day 1 time in facility for initial audit:	08:46
17b. Day 1 time out facility for initial audit:	17:10
17c. Day 2 time in facility for initial audit:	08:27
17d. Day 2 time out facility for initial audit:	16:38

17e. Day 3 time in facility for initial audit:	Not applicable
17f. Day 3 time out facility for initial audit:	Not applicable
17g. Day 4 time in facility for initial audit:	Not applicable
17h. Day 4 time out facility for initial audit:	Not applicable
17i. Day 5 time in facility for initial audit:	Not applicable
17j. Day 5 time out facility for initial audit:	Not applicable
18a. Day 1 time in facility for 1st follow-up audit:	Not applicable
18b. Day 1 time out facility for 1st follow-up audit:	Not applicable
18c. Day 2 time in facility for 1st follow-up audit:	Not applicable
18d. Day 2 time out facility for 1st follow-up audit:	Not applicable
18e. Day 3 time in facility for 1st follow-up audit:	Not applicable
18f. Day 3 time out facility for 1st follow-up audit:	Not applicable
19a. Day 1 time in facility for 2nd follow-up audit:	Not applicable
19b. Day 1 time out facility for 2nd follow-up audit:	Not applicable
19c. Day 2 time in facility for 2nd follow-up audit:	Not applicable
19d. Day 2 time out facility for 2nd follow-up audit:	Not applicable
20a. Total man-days spent at facility (1 man-day = 8 hours) during initial audit:	2 man-days (One auditor on March 15-16, 2023)
20b. Total man-days spent at facility (1 man-day = 8 hours) during 1st follow-up audit:	Not applicable
20c. Total man-days spent at facility (1 man-day = 8 hours) during 2nd follow-up audit:	Not applicable
21. Who signed and agreed to CAP? (name & title):	Ms. Fan Qiuyue / Sales Manager
22. Report written by:	Julie Hu
23a. Report reviewer:	Judie Xiao
23b. Review date:	March 26, 2023
24. If an on-site follow-up audit, was a facility tour conducted? If No, explain:	N/A
25. If an on-site follow-up audit, was a tour in dormitory/apartment conducted? If No, explain:	N/A
26. Were consultants present during any part of the audit? If Yes, what's the name of the consulting company and how did it participate in the audit? (Auditors must inform consultants of WRAP's requirements/rules on what a consultant can and cannot do.)	No

SITE INFORMATION

0.00 %

27. Provide applicable legally required licenses and permits, such as environmental, H&S, building safety licenses and permits, etc. Please list any relevant certificate (fire, safety, building, etc.) license numbers and expiration dates. If a certificate or permit has expired or is about to expire, mention whether the facility has applied for a renewal:	Fire service inspection certificate: 桐公消验建字(2008)433号 dated on December 4, 2008 and 备案号 330000WYS140011453, July 31, 2014. Completion of Construction Proof of Inspection certificate obtained date on February 10, 2009 and November 26, 2014. Environmental impact report with approval: 嘉环桐建【2019】0226号 on December 11, 2019. Environmental protection acceptance check report for their completed construction project on November 18, 2020.
28. Main products manufactured at site (e.g., knitted tops, women's pants):	Sweater, shirt and skirt etc.
29. Production processes in audit scope (to be listed on WRAP certificate):	Cutting, sewing, knitting, linking, washing, pressing, inspection and packing
30. Main buyers and their production percentages, and facility's export markets (Only if facility agrees to disclose buyers):	Main buyer: AHLENS 40% and ALEX MARIE 20%, Main export markets: USA and E.U.
31. Worker turnover rate:	22%
32. Number of years facility has been in operation at this address/building(s) (If a facility is in the same address but moved to a different building, note so here):	More than 15 years since 2007
33. Full description of the facility's surroundings, incl. compound if applicable:	Tongxiang Huiquan Garment Co., Ltd. is located at No. 595, Xiandai Avenu, Gaoqiao Town, Tongxiang City, Jiaxing City, Zhejiang Province, China. The total land area occupied by the facility is about 6,000 m2. In view of the facilities, the facility uses one 5-storey building and one 4-storey "L" type building as office, production workshops and warehouses. Kitchen and canteen are provided by the facility. No dormitory is provided by the facility.

34. Full description of building(s) (incl. # of buildings, # of floors in each building, production processes on each floor/building, size, and age of building(s)) (If building(s) is(are) shared, list all tenants in the building and specify which floors/sections are covered by this audit):	1 block of 4-storey "L" type building (built in 2008): 1/F: Kitchen and canteen, cutting, washing, material warehouse (around 2,000 m2) 2/F: Packing, linking, Knitting and Pressing (around 2,000 m2) 3/F: Packing and Final product warehouse (around 2,000 m2) 4/F: Sewing, cutting and Pressing (around 2,000 m2) 1 block of 5-storey building (built in 2014): 1/F: Material warehouse (around 500 m2) 2/F: Making sample room (around 500 m2) 3/F: Material warehouse (around 500 m2) 4/F: Office (around 500 m2) 5/F: Office (around 500 m2)
35. Does the facility share a building with other facilities/businesses? (If Yes, describe in detail)	No
36. If Yes to 35, does the facility conduct a joint evacuation drill with other facilities/businesses? (If No, describe in detail)	N/A
37. Does the facility share any workers or production processes with other facilities? (If Yes, describe in detail)	No
38a. Does the facility have a change in number of workers in the past 12 months? (If Yes, list % change and explain)	Yes
<i>The workers number decreased from 75 to 58 (-22%) due to no enough orders in the past 12 months.</i>	
38b. Does the facility have a change in square footage in the past 12 months? (If Yes, explain)	No
38c. Does the facility have any significant structural changes in the past 12 months? (If Yes, describe)	No
38d. Does the facility have a change in management/ownership in the past 12 months? (If Yes, describe)	No
38e. Does the facility have a name change in the past 12 months? (If Yes, describe)	No
39. Regular workdays (e.g., Mon-Sat):	Monday to Friday
40. Weekly rest day(s):	Saturday and Sunday
41. List daily shifts, incl. night production:	1 shift from 8:00-17:00
42. Factory's peak season(s):	No obvious peak season
43. List the number and duration of daily legally required breaks:	1 hour' break from 11:00 to 12:00
44. What is the lowest wage level paid for a regular work week/month?	Above minimum
45. Are all relevant records, incl. wage and attendance records, kept in the audited facility for review? (If No, explain)	Yes
46. Are there dorms/apartments provided for workers/management?	No
47a. If Yes to 46, who's providing the dorms?	N/A
47b. Full description of dormitories/apartments if applicable:	N/A, no dormitory building.
48. % of workforce residing in dorms/apartments:	N/A, no dormitory building.

49. What form of worker representation exists in the facility? (Note: Some form of worker representation must exist to address workplace grievances.)	Other (specify)
<i>Worker representative</i>	
50. Number of production lines and main equipment used?	Production line: sewing 2 lines, pressing 2 lines, inspection 1 line and packing 1 line Main production equipment: Sewing machine 50 sets, Linking machine 30 sets, Button machine 2 sets, Knitting machine 15 sets, etc.
51. Monthly production capacity:	Around 100, 000 pieces each month
52. List social compliance, environmental or CTPAT audits conducted in the past 6 months at this facility: (Only if facility agrees to disclose such info.)	BSCI in December 2022.
53. List any workers unrest/strike in the past 12 months: Provide reasons for such occurrence.	No any workers unrest/strike in the past 12 months.

PERSONNEL INFORMATION

0.00 %

54a. Initial audit: total # of workers (do NOT include management or admin staff):	58
54b. First Follow-up audit: total # of workers (do NOT include management or admin staff):	N/A
54c. Second Follow-up audit: total # of workers (do NOT include management or admin staff):	N/A
54d. Initial audit: # of onsite sub-contracted workers (do NOT include management or admin staff):	0
54e. First Follow-up audit: # of onsite sub-contracted workers (do NOT include management or admin staff):	N/A
54f. Second Follow-up audit: # of onsite sub-contracted workers (do NOT include management or admin staff):	N/A
54g. Initial audit: # of workers present during audit:	58
54h. First Follow-up audit: # of workers present during audit:	N/A
54i. Second Follow-up audit: # of workers present during audit:	N/A
55a. Initial audit: # of management & admin staff:	N/A
55b. First Follow-up audit: # of management & admin staff:	N/A
55c. Second Follow-up audit: # of management & admin staff:	N/A
56a. # of male production workers:	14
56b. # of female production workers:	44
57a. # of other male workers:	0
57b. # of other female workers:	0
58a. # of male permanent workers:	14
58b. # of female permanent workers:	44
59a. # of male temporary workers:	0

59b. # of female temporary workers:	0
60a. # of male hourly workers:	14
60b. # of female hourly workers:	44
61a. # of male piece rate workers:	0
61b. # of female piece rate workers:	0
62a. # of male domestic migrant workers:	10
62b. # of female domestic migrant workers:	6
62c. List ALL provinces/ states where domestic migrant workers are from:	Henan, Jiangxi, Guangdong, Yunan and Guizhou Province
63a. # of male foreign migrant workers:	0
63b. # of female foreign migrant workers:	0
64a. # of male home workers:	0
64b. # of female home workers:	0
65a. # of male security personnel:	3
65b. # of female security personnel:	0
66a. # of male management:	0
66b. # of female management:	3
67a. # of male line supervisors:	2
67b. # of female line supervisors:	3
68. Language(s) spoken by management:	Chinese
69. Language(s) spoken by line supervisors:	Chinese
70. Language(s) spoken by workers:	Chinese
71. Were interviews conducted in a private and confidential manner? (If No, explain in detail)	Yes
72. Do auditor(s) and/or translator(s) speak ALL languages spoken by workers? Note: translator(s) must NOT be from facility. (If No, explain in detail)	Yes
73. Length of workers' contract: (e.g., 3 months or 3 years)	3 years or long term
74. # of young workers (legal min. working age up to 18 years old):	0
75. Age of youngest worker on the day of the audit:	22
76. Date of birth of youngest worker:	August 30, 2000
77. Date youngest worker was hired:	February 17, 2022
78. Youngest worker ID#:	4123

WORKFORCE COMPOSITION

0.00 %

79. Nationality of owner/owner entity:	China
80. Nationality of Management:	China
81. Nationality of workers (List Top 5 countries and their approximate % of the total workforce):	China
82. List ALL other nationalities in the facility (if applicable) and their approximate percentage of the total workforce (if applicable):	100%

NOTE

If there are migrant workers in the audited facility, they must be selected for workers' interviews.

83a. Number of individual interviews with permanent workers during initial audit:	10
83b. Number of individual interviews with permanent workers during 1st Follow-up audit:	N/A
83c. Number of individual interviews with permanent workers during 2nd Follow-up audit:	N/A
83d. Number of individual interviews with temporary workers during initial audit:	0
83e. Number of individual interviews with temporary workers during 1st follow-up audit:	N/A
83f. Number of individual interviews with temporary workers during 2nd follow-up audit:	N/A
83g. Number of individual interviews with migrant workers during initial audit:	1
83h. Number of individual interviews with migrant workers during 1st follow-up audit:	N/A
83i. Number of individual interviews with migrant workers during 2nd follow-up audit:	N/A
83j. Number of individual interviews with contract workers from agency(ies) during initial audit:	0
83k. Number of individual interviews with contract workers from agency(ies) during 1st follow-up audit:	N/A
83l. Number of individual interviews with contract workers from agency(ies) during 2nd follow-up audit:	N/A
84a. Number of group interviews with permanent workers during initial audit:	5(5*1)
84b. Number of group interviews with permanent workers during 1st follow-up audit:	N/A
84c. Number of group interviews with permanent workers during 2nd follow-up audit:	N/A
84d. Number of group interviews with temporary workers during initial audit:	0
84e. Number of group interviews with temporary workers during 1st follow-up audit:	N/A
84f. Number of group interviews with temporary workers during 2nd follow-up audit:	0
84g. Number of group interviews with migrant workers during initial audit:	2
84h. Number of group interviews with migrant workers during 1st follow-up audit:	N/A
84i. Number of group interviews with migrant workers during 2nd follow-up audit:	N/A

84j. Number of group interviews with contract workers from agency(ies) during initial audit:	0
84k. Number of group interviews with contract workers from agency(ies) during 1st follow-up audit:	N/A
84l. Number of group interviews with contract workers from agency(ies) during 2nd follow-up audit:	N/A

ADDITIONAL AUDITOR REMARKS

0.00 %

Write any additional remarks here:

N/A

BEST PRACTICES OBSERVED

0.00 %

Write any best practices observed here:

N/A

WRITTEN POLICY AND RESPONSIBLE PERSON(S)

0.00 %

Does the facility have written policies in regards to WRAP Principle 1: Compliance with Laws and Workplace Regulations? (If Yes, list responsible person(s)' name and title)

Yes

Ms. Chen Tete / Admin. Staff

Does the facility have written policies in regards to WRAP Principle 2: Prohibition of Forced Labor? (If Yes, list responsible person(s)' name and title)

Yes

Ms. Chen Tete / Admin. Staff

Does the facility have written policies in regards to WRAP Principle 3: Prohibition of Child Labor? (If Yes, list responsible person(s)' name and title)

Yes

Ms. Chen Tete / Admin. Staff

Does the facility have written policies in regards to WRAP Principle 4: Prohibition of Harassment or Abuse? (If Yes, list responsible person(s)' name and title)

Yes

Ms. Chen Tete / Admin. Staff

Does the facility have written policies in regards to WRAP Principle 5: Compensation and Benefits? (If Yes, list responsible person(s)' name and title)

Yes

Ms. Wu Lingling / Account Manager

Does the facility have written policies in regards to WRAP Principle 6: Hours of Work? (If Yes, list responsible person(s)' name and title)

Yes

Ms. Chen Tete / Admin. Staff

Does the facility have written policies in regards to WRAP Principle 7: Prohibition of Discrimination? (If Yes, list responsible person(s)' name and title)

Yes

Ms. Chen Tete / Admin. Staff

Does the facility have written policies in regards to WRAP Principle 8: Health and Safety? (If Yes, list responsible person(s)' name and title)

Yes

Ms. Chen Tete / Admin. Staff

Does the facility have written policies in regards to WRAP Principle 9: Freedom of Association and Collective Bargaining? (If Yes, list responsible person(s)' name and title)	Yes
<i>Ms. Chen Tete / Admin. Staff</i>	
Does the facility have written policies in regards to WRAP Principle 10: Environment? (If Yes, list responsible person(s)' name and title)	Yes
<i>Ms. Chen Tete / Admin. Staff</i>	
Does the facility have written policies in regards to WRAP Principle 11: Customs Compliance? (If Yes, list responsible person(s)' name and title)	Yes
<i>Ms. Shen Hui / Shipping Staff</i>	
Does the facility have written policies in regards to WRAP Principle 12: Security? (If Yes, list responsible person(s)' name and title)	Yes
<i>Ms. Chen Tete / Admin. Staff</i>	

Quality Plan (AUDIT SUMMARY)

Audit Summary

0.00 %

A. Facility name: (in English & local language, if needed)	Tongxiang Huiquan Garment Co., Ltd / 桐乡市惠全制衣有限公司
B. Facility address covered by the audit: (in English & local language, if needed)	No. 595, Xiandai Avenu, Gaoqiao Town, Tongxiang City, Jiaxing City, Zhejiang Province, China / 中国浙江省嘉兴市桐乡市高桥街道现代大道595号
C. Facility WRAP ID #:	126520
D. Facility type:	New Certification
E. Audit Date(s):	Initial Audit
<i>March 15-16, 2023</i>	
F. Was the audit conducted on consecutive dates? If No, explain	Yes
G. Denied access (during this certification cycle)?	No
H. Audit result/report type:	CAP
I. Monitoring firm name & address:	Centre Testing International Group Co., Ltd. (CTI)
J. Monitoring firm APSCA#:	SZA14335-05
K. Lead auditor's name, APSCA designation & #:	Julie Hu & CSCA 21700157
L. The above audit conducted at this facility found that:	The facility has non-compliances
M. Did auditor(s) explain to facility WRAP's working hour & transparency/integrity policies?	Yes
N. Did auditor(s) explain to facility WRAP's Working Hour Action Plan?	Yes
O. Was there a Working Hour Action Plan (WHAP) from last certification cycle?	Yes
P. Did auditor(s) explain to facility WRAP's Zero Tolerance Policy for facilities & monitors?	Yes

Q. Name & title of facility representative:	Ms. Fan Qiuyue / Sales Manager
R. Names & titles of other attendees at the Closing Meeting	Nil